



NEW: 10/26/2024  
Submitted: 10/15/2024

JOB TITLE:	COORDINATOR EMPLOYEE BENEFITS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8105
BARGAINING UNIT:	CLAS

#### SCOPE OF RESPONSIBILITIES

Provides specialized expertise regarding employee benefits programs offered to JCPS employees including assisting in the selection, enrollment, management, and first tier issue resolution as well as providing expert counsel to department employees in all areas including the Affordable Care Act.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts research and analyzes Benefit functions and industry trends to make recommendations to Benefits Manager

Reviews, approves, and meets all deadlines for monthly retirement processing

Provides advice, counsel and expertise to Benefits Counselors, Principals, and employees with respect to employee benefits, wellness programs, and the Affordable Care Act

Processes applications and enrolls employees in self-administered ancillary benefit programs

Calculates and processes all District paid employee benefit premiums and coordinates payment

Reconciles and processes payment for the District's occupational medicine provider services

Plans and facilitates the annual employee benefits and health fair for JCPS employees and assists the Benefits Manager with annual benefit renewals and open enrollment activities, as directed

Coordinates the disability retirement process including counseling employees, conducting accommodation conferences, and completion of disability retirement application paperwork for all Classified personnel enrolled in the County Employee's Retirement System (CERS)

Coordinates, under the direction of the Manager Benefits, compliance with the employer shared responsibility portion of the Affordable Care Act including tracking hours and eligibility, and the production/distribution of annual Form 1095-C and IRS 1094-C transmittal. Produces snapshots, analyzes data, and assists the Benefits Manager with all of employer compliance

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

#### PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching.? The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek).? Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).?

#### MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years of successful experience in employee benefits

Strong organizational and analytical skills; and proven ability to communicate orally and in writing

General working knowledge of employer compliance under the Affordable Care Act

Effective communication skills

#### DESIRABLE QUALIFICATIONS

CEBS, CBP, PHR, or SPHR certification

General knowledge of ERISA, HIPAA, COBRA, FMLA, ADA and other regulations governing employee benefits

General Knowledge of Kentucky education law and federal employment law

Experience in a diverse workplace