



REVISED: Submitted:  
07/01/2019 06/11/2019

JOB TITLE:	ADVISOR EMPLOYEE BENEFITS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8614
BARGAINING UNIT:	CLAB

#### SCOPE OF RESPONSIBILITIES

Assists with various employee benefits activities including counseling employees and processing insurance enrollments, changes, and payroll deductions. Provides excellent customer service by answering benefit and retirement related questions by phone and walk-in visitors. Compiles benefit related reports and files.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides excellent customer service to employees, vendors, and guests by handling phone calls, answering questions, and assisting walk-in visitors to the department as it relates to benefits

Assists in counseling employees regarding benefit options and retirements, both certified and classified

Distributes and reviews employee benefit information and assists employees and applicants with processing enrollments, forms and payroll deductions for benefit plans

Assists in calculating early retirement benefit compensation

Assists in implementation of the retirement benefit compensation programs (early retirement, TRS and CERS) including preparation, processing and maintenance of appropriate applications, reports and records

Assists in the annual open enrollment process including counseling employees, assisting employees with making enrollments and changes, and processing enrollments and changes

Collaborates with other departments including but not limited to; Human Resources, Payroll and the Leave Center as it relates to benefits

Compiles and maintains employee benefits reports

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

Performs other duties as assigned by supervisor

#### PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights.

#### MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Two (2) years' experience in business and office setting

Excellent customer service skills

Good computer skills

Effective communication skills

#### DESIRABLE QUALIFICATIONS

Specialized training in insurance enrollment and processing

Working knowledge of laws, statutes, regulations, policies, and procedures related to benefits

Experience in a diverse workplace