

## TOWN OF CANTON

**TITLE:** Benefits Coordinator

**CLASS:** Exempt

**DEPARTMENT:** Human Resources

**DATE:** October 27, 2021

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**POSITION DESCRIPTION:** The Benefits Coordinator is a professional position who oversees the employee benefits of both the Town and Board of Education. The purpose of the position is to develop, manage, administer, supervise and direct the benefits of the Town and Board of Education staff in a confidential manner.

### **SUPERVISION RECEIVED**

The Benefits Coordinator works under the general guidance and supervision of the Finance Officer/Treasurer.

### **ESSENTIAL JOB FUNCTIONS (EXAMPLES)**

- Provides benefit information to employees and retirees in regards to medical, dental, vision and supplemental insurance, both mandatory and voluntary.
- Provide terminated, resigned or retired employees with an exit interview and discuss timeline of termination of benefits and pension.
- Assists the Chief Administrative Officer and Superintendent of Schools in the negotiation of benefits within collective bargaining agreements.
- Oversees the implementation and administration of employee benefits programs such as insurance plans, pension plans, supplemental plans, flexible spending and wellness plans.
- Administers and oversees both the Town and Board of Education's Employee Assistance Program (EAP).
- Coordinates employee onboarding.
- Responsible for the administration of both the Town and Board of Education FMLA. Includes ensuring employees are eligible for time under FMLA, sending all paperwork needed for the request and monitoring the time off for the employee assuming all doctors notes are received for time taken and following up with a return to work documentation upon completion.
- Responsible for the administration of both the Town and Board of Education Cobra.
- Gathers information and makes requests of the Town's Actuaries for retired/terminated employee pension & OPEB calculations for both the Town and Board of Education employees.
- Filing of insurance information for the following; ACA, 125 plans, 403b plans, 457 plans, annuities, credit union, life and disability plans.
- Update deductions for benefits, making changes, additions and deletions as needed.
- Auditing billing of life/disability plans, prior to processing by accounts payable.
- Process support checks, balancing invoices to current employee deductions with reports.
- Balance and prepare monthly ACH, wires and e-mailing to pension administrators.
- Manage Open-Enrollment process, assist employees filling out forms, answer questions, act as liaison.
- Work closely with the Insurance Broker Consultant, Carriers, Actuaries, and Plan Administrator.
- Process unemployment data and claims to ensure claims are processed timely.
- Update Union dues (Administrators, Teachers, Secretaries, Custodians, Paraprofessionals)

## **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Thorough knowledge of the principles of employee benefits.
- Ability to analyze benefits related issues and develops and implements programs to address problem areas.
- Ability to establish and maintain effective working relationships with elected officials, employees and board members.
- Ability to keep extensive accessible information confidential such as personnel records and collective bargaining issues.
- Strong oral and written communication skills.
- Ability to read, analyze and interpret personnel benefits, technical manuals and government regulations.
- Ability to write reports and appropriate correspondence.
- Ability to effectively present information and respond to questions from administrators, staff, and the general public.
- Ability to prioritize tasks based on the needs of the district.
- Ability to understand the integrity and confidentiality of certain matters pertaining to the work of the system.
- Ability to maintain confidentiality of information that is accessible as part of this position, and follow appropriate procedure for communicating sensitive information.

## **REQUIRED PHYSICAL AND MENTAL EFFORT AND ENVIRONMENTAL CONDITIONS**

The work environment characteristics described here are representative of those employees encounter while performing essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. The employee may be required to work additional hours beyond regularly scheduled work day to meet cyclical workload. The work will include extended periods of time viewing a computer video monitor and/ or operating a keyboard. The position requires the ability to concentrate on fine detail with constant interruption and to attend to task/ function for more than 60 minutes at a time. There is on-the-job stress; especially regarding meeting report deadlines and working in an office with continuous interruptions.

## **WORKING CONDITIONS**

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate. The employee will be required to provide his/ her own transportation.

## **REQUIRED MINIMUM QUALIFICATIONS**

Bachelor's Degree in Public Administration, Human Resources or related field and at least three years of progressively responsible work experience in a municipality or school district preferred; or an equivalent combination of experience, education and training.

Note: The above description is illustrative only. It is not meant to be all-inclusive.