

Employee Benefits and Engagement Coordinator

<u>Title of Immediate Supervisor:</u> Executive Director of Human Resources Director	<u>Department:</u> Human Resources	<u>FLSA Status:</u> Exempt
<u>Accountable For (Job Titles):</u> Human Resources Benefits Assistant		<u>Pay Grade Assignment:</u> Executive Employees Association, Pay Level II

General Summary or Purpose Of Job:

~~This role Administers, maintains and evolves the District's comprehensive employee benefits and health & wellness programs, ensuring optimal that the best support is offered to for past, present and future employees. The Employee Benefits and Engagement Coordinator Manages these programs in accordance with plan documents, labor agreements, and state and federal laws. A key focus is the development, implementation, and ongoing management of a robust employee onboarding program designed to effectively integrate new hires and foster early engagement. This position will also Develop and lead broader employee engagement initiatives to cultivate a positive, connected, and thriving work environment. The Coordinator develops and aligns both benefits and engagement strategies with the to the goals of the organization's goals, and ensuringe itthe district is positioned to attract, motivate, and maintain employeesretain talent. Working with senior leadership, this role to-aligns benefits and rewards strategy to best represent school district needs, values and budget. Responsible for Requests for Proposals for insurance plans, analyzes results, and participates in selection process. Plans and implements carrier conversions and plan changes. Provides language and cost analysis for negotiations. Recommends plan design changes and cost curbing strategies. Develops District policies and procedures for insurance and required regulations. Administers COBRA, FMLA, HIPAA, and ACA in compliance with regulations. Acts as the District's HIPAA Privacy Officer. Maintains financial accuracy of insurance plans and provides projections for budgeting process.~~

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE- QUENCY

Employee Benefits and Engagement Coordinator

- Benefits Administration:** Provides oversight for the ~~Administration~~ all benefit plans ~~for~~ (health, dental, vision, life insurance, long-term disability insurance, and flexible spending accounts (cafeteria plan) FSA, HRA), ensuring compliance with plan documents, labor agreements, and legal regulation. Guides the Benefits Assistant in the accurate and efficient execution of daily administrative tasks. ~~Reviews and Approves all~~ complex or exception-based enrollments, changes in status and benefits terminations that fall outside the Benefit Assistant's scope. Oversees the accurate ~~Computes, authorizes and processes~~ processing of all appropriate payroll benefits and deductions and the invoicing of non-active employees. ~~Computes, authorizes and processes all~~ invoicing of inactive employees, retirees and employees on leave of absence. Cultivates and Maintains relationships with ~~third party~~ vendors, insurance carriers, and union representatives, addressing high-level concerns. ~~employees and retirees.~~ Leads the ~~Proposals of~~ benefit plan changes, and calculating potential savings and analyzing long-term impact for negotiations. Oversees the ~~Reviews~~ and amendments of insurance contracts, ensuring favorable terms and compliance. Analyzes utilization reports. Researches new ~~insurance~~ benefit options to maintain a competitive and valuable employee package. Develops and implements overarching District policies related to employee benefits. Manages Tax Shelter Annuity program.

Daily
50%
- Benefits Communications:** Develops and directs the overall strategy for all internal and external benefits communications, ensuring clarity, accuracy and accessibility of information. ~~and Approves all~~ critical carrier communications. Provides guidance and support to the Benefits Assistant in responding to customer service for employees, retirees and third-party vendors inquiries, establishing communication protocols and addressing complex issues. ~~via email, telephone, virtual meetings, in-person, and through~~ correspondence. ~~Serves as the primary point of contact for escalated and~~ complex benefit questions and claim problems, providing guidance and resolution. Responds to benefit questions and assists with claims problems. Ensures the ~~Provides for~~ new employee orientation includes a comprehensive and engaging overview of ~~with~~ benefits information, workers' compensation, and relevant ~~various~~ policies. Oversees Employee Assistance Program, ensuring its effectiveness and promoting its utilization. Promotes District's Flex Plan and HRA Plan through communication initiatives. Provides direction for retirement information sessions, ensuring comprehensive and timely information on ~~with retirement~~ options, pension and benefits options. Reviews, updates and publishes benefits related ~~changes~~ information on district's website, ensuring accuracy and ease of access.

Daily
30%

Employee Benefits and Engagement Coordinator

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| 3. | <p><u>Provides oversight for Performs benefit reconciliations of monthly health, dental, vision, life, and long-term disability insurance for ensuring accuracy and accountability. Performs monthly billing invoicing for life and long-term disability census for accounts payable submission.</u> Requests corrections to carriers in accordance with applicable contracts. <u>Reviews and Approves and complex or policy-related processes</u> adjustments for payroll benefits/deductions or invoices. Responsible for accuracy of insurance expenditures and provides projections for budgeting. <u>Actively Participates in financial audits, providing explanations and justifications, as needed.</u> <u>Oversees the accuracy of Performs</u> monthly invoicing for retirees and cobra participants. <u>Performs life insurance reductions and conversions by age as necessary.</u></p> | <p>Monthly
10%</p> |
| 4. | <p><u>Provides oversight and policy guidelines for the Administration processes for employees on of medical leaves, ensuring compliance with FMLA and other relevant regulations.</u> Guides the Benefits Assistant in the accurate processing of leave requests and <u>Collect medical</u> documentation, <u>Reviews and makes determinations on complex or escalated FMLA eligibility cases.</u> <u>time-off designation, process FMLA eligibility, and eCoordinates</u> with appropriate staff for leave <u>management</u>, <u>return-to-work processes</u> and/or accommodations. <u>Administers Long Term Disability enrollment process, ensuring compliance and effective communication.</u></p> | <p>Daily
20%</p> <p>— Annually
— 10%</p> |
| 5. | <p><u>Provides oversight for the accurate and timely Pprocessinges of retirements, resignations and terminations, ensuring compliance with all related regulations for school board approval and the accurate- Administration of COBRA, HCSP and/or TRA/PERA documentation. for end of employment.</u></p> | |
| 6. | <p><u>Leads the Pplannings and implementations of two annual</u> open enrollment processes. <u>each year (May and November).</u> <u>Creates all open enrollment materials, and communications paper and online documents</u> pertaining to plan elections and changes. <u>Addresses complex employee questions and provides counseling on benefit options during open enrollment.</u> <u>Creates personalized spreadsheets for mass mailing.</u> <u>Organizes, constructs and publishes temporary open enrollment links for district website.</u> <u>Coordinates efforts of various departments to ensure a smooth and efficient open enrollment process.</u> <u>including Human Resources, payroll, technology, print shop, and the mailroom.</u> <u>Audits download for active employees and retirees.</u> <u>Oversees mail merges and the creation and mailing of packets.</u> <u>Approves changes.</u> <u>Mass updates rates, descriptions, and frequencies.</u> <u>Coordinates with carriers for conversions.</u> <u>Provides open enrollment counseling for employees.</u></p> | |
| 7. | <p><u>Ensures the district's coverall Compliances with all relevant state and federal regulations, directing the Benefits Assistnat in the accurate administration of related processes and documentation, for FMLA, COBRA, HIPAA, ACA and Federal Pandemic Acts.</u> <u>Updates, disseminates, and administers District Policies regarding such and processes designations and tracking by law.</u> <u>Corresponds with District Legal Counsel when necessary.</u> <u>Acts as the District's Privacy Officer, developing and providing.</u> <u>Provides HIPAA training of supervisors and support staff to ensure district-wide compliance.</u></p> | <p>Daily
10%</p> |

Employee Benefits and Engagement Coordinator

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| 8. | <p>Leads all aspects of the Responsible for Request for Proposal (RFP) process for benefit plans when prudent or required by law. Reviews requests for proposals, analyzes proposals, and participates in selection process with the CFO/Director of Business Services and/or Director of Human Resources Director. Reviews new contracts and directs any changes. Requests amendments to contracts when necessary. Plans and implements conversions to new carrier and/or new plans.</p> | <p>Annually
10%</p> |
| 9. | <p>Provides oversight for the Monitorings, processesing and reportings of all employee leaves, ensuring accurate record-keeping and compliance. of absences of current contract employees. Provides interpretation of contractual leave policies to employees, administrators, and HR staff. Communicates and eordinates with administration, HR and supervisory staff to ensure smooth transition for employee and other staff.</p> | <p>Daily
10%</p> <p>Daily
5%</p> |
| 10. | <p>Provides oversight for the management of Monitors, processes and reports all Worker's Compensation injury claims, ensuring compliance and effective. Coordinationes with <u>Risk Management Association (RAS)</u> and the District's Health & Safety Manager.</p> | |
| 11. | <p>Oversees the accurate Calculation of severance packages, for all eligible District employees providing guidance and support to the Benefits Assistant. Personally addresses complex Assist employees inquiries with questions regarding severance and related retirement savings plans. , District fund balance and Health Care Savings Plan. Work with TRA and MSRS regarding employees' HCSP severance.</p> | <p>Daily
5%</p> |
| 12. | <p>Coordinates and participates in the negotiations-labor management process for all labor groups as related to benefit offerings/options. Recommends contract language changes as needed.</p> <p>Assists the administration with EEOC complaints, harassment complaints and litigations. Initiates the documentation process. Compiles all requested documents. Maintains a database for complaints and harassments.</p> | <p>Annually
20%</p> <p>Daily
10%</p> |
| 13. | <p>Develops, implements and manages the ongoing success of the district's rewards for Health and Wellness program and any associated rewards, <u>aligning it to broader employee engagement initiatives.</u></p> | <p>Daily
5%</p> |

Employee Benefits and Engagement Coordinator

14. Develops the strategic framework and oversees the District's comprehensive onboarding program for all new employees, ensuring a positive and engaging initial experience. Creates high-level onboarding materials and provides guidance to staff as needed. Evaluates the effectiveness of the onboarding program and drives continuous improvement. As required

15. Develops and leads the district-wide employee engagement strategy, designing and implementing key initiatives to foster a positive, inclusive, and connected work environment. Oversees communication plans, recognition programs, employee resource groups, and feedback mechanisms (surveys, etc.). Analyzes engagement data and drives action plans to improve employee morale and retention. Organizes strategic employee events and activities.

~~Participates as Leadership Member of Cabinet. Attend meetings and retreats.~~

Minimum Qualifications: (necessary qualifications to gain entry into the job not preferred or desirable qualifications)

Requires a minimum of a baccalaureate degree in management, human resources, business Administration, Organizational Development, Education or a closely-related field and five (5) years of progressively responsible experience in human resources, with a demonstrable focus on employee engagement and/or onboarding program development and implementation, and an understanding of management or coordinator role in benefits administration; ~~or~~OR an equivalent combination of education, training and/or experience necessary to successfully perform the essential functions of the work. Public sector or school district experience is preferred.

Certification or Licensing Requirements: (prior to job entry)

Certified Employee Benefits Specialist (CEBS) preferred.

Certification as a Certified Employee Benefits Specialist (CEBS), SHRM Certified Professional (SHRM-CP), or SHRM Senior Certified Professional (SHRM-SCP) preferred.

Knowledge Requirements:

- Understanding of employee engagement principles, best practices and the ability to analyze data.
- Comprehensive onboarding program design and execution
- Thorough knowledge of employee benefits administration, plan design, legal compliance (State and federal laws) regarding insurance, and vendor management.
- Federal and state laws and regulations governing employee benefits and employment practices
- ~~State workers' compensation regulations.~~
- ~~Federal COBRA and State Continuation laws.~~
- ~~Federally mandated FMLA, HIPAA, and ACA requirements.~~
- General accounting principles.
- Benefit plan design and benefit terminology, costs, budgeting and cost containment strategies.
- HRIS, benefits administration systems, relevant technology.

Employee Benefits and Engagement Coordinator

Skill Requirements:

- Designing and implementing effective employee engagement strategies.
- Developing and executing comprehensive onboarding programs.
- Familiarity with union bargaining agreements.
- Ability to build and maintain positive relationships with carriers, employees, retirees and unions.
- Ability to work independently with little supervision.
- Excellent ~~oral~~verbal and written communication skills and strong presentation skills; public speaking.
- Strong project management and organizational skills.
- Cost analysis and forecasting.
- Utilizing HRIS and benefits administration systems.
- ~~Desktop computer applications such as Microsoft Office and Google Workspace.~~
- ~~Some familiarity with Frontline Education systems.~~
- Some familiarity with Skyward applications software.

Physical Requirements: Indicate according to the requirements of the essential duties/responsibilities

Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		√		
Walk		√		
Sit				√
Use hands dexterously (use fingers to handle, feel)		√		
Reach with hands and arms			√	
Climb or balance	√			
Stoop/kneel/crouch or crawl	√			
Talk and hear				√
Taste and smell	√			
Lift & Carry:				
Up to 10 lbs.		√		
Up to 25 lbs.		√		
Up to 50 lbs.	√			
Up to 100 lbs.	√			
More than 100 lbs.	√			

General Environmental Conditions:

Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work. The typical noise level is considered to be moderate.

General Physical Conditions:

Work can be generally characterized as:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Vision Requirements: Check box if relevant

	Yes	No
No special vision requirements	√	
Close Vision (20 in. of less)		

Employee Benefits and Engagement Coordinator

Distance Vision (20 ft. of more)		
Color Vision		
Depth Perception		
Peripheral Vision		

Job Classification History: