



HUMAN RESOURCES

POSITION DESCRIPTION

We believe that each employee makes a significant contribution that should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the employee nor the organization to just the work identified. It is our expectation that each employee will offer his or her services wherever and whenever necessary to ensure the success of the services we provide to our patrons.

Job Title: **Benefit Coordinator**
Location: Charleston Main Library – System responsibilities
Reports To: Manager, Human Resources
Last Revision Date: 10/2008

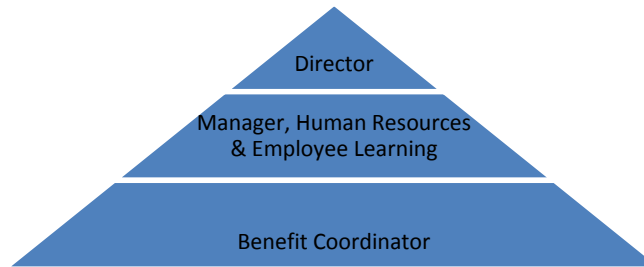
PURPOSE

Coordinates employee benefits and programs for employees of the Kanawha County Public Library system

NATURE & SCOPE

This position's primary responsibilities include generally diversified and complex activities which may require analysis and planning for assigned projects, to include the responsible management of confidential information, and the development/proposal of new standard methods. This position will frequently exchange prepared/standard information with outside sources or contacts; does not have supervisory responsibility, and works under general supervision.

ORGANIZATION PLACEMENT DIAGRAM



QUALIFICATION GUIDELINES

Education	Experience
Essential	
Post high-school coursework in related field, or equivalent combination of education and work experience which provides the knowledge and abilities necessary to perform the work	Demonstrated knowledge of Employee Benefits and related laws and guidelines Technical proficiency and experience using MS Excel and MS Access Demonstrated Proficiency with and accuracy in using MS Office products, including Word, Excel, PowerPoint, Access, and Outlook Excellent communication, organizational, and interpersonal skills
Preferred	
Certified Benefits Professional (CBP) designation	Experience with WV Teacher's benefit plan(s) Experience using WVEIS

Ability to:

Some positions require the use of personal or Library vehicles on Library business. Individuals must be physically capable of operating the vehicles safely, possess/provide documentation of valid driver's license and acceptable driving record. Maintain strict confidentiality, to prioritize multiple tasks, and to work independently and as part of a team.

This job description is not intended to limit or in any way modify the right of management to assign, direct, and control the work of employees. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty. This job description will be reviewed periodically as duties and responsibilities change if necessary. Essential job functions are subject to modification



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PRIMARY ACCOUNTABILITIES

- ◇ Coordinates enrollment and processing for all Library benefit programs, including medical and dental, life insurance, short and long term disability, Workers' Compensation, Employee Leave, FMLA administration, COBRA, Mandatory Retirement System(s) and the TIAA-CREF plan.
- ◇ Handles enrollments of new employees, processes changes of current employees and terminates employees and contractors from benefit plans using multiple information systems covering employee benefit coverage data and employee-specific data
- ◇ Conducts new hire orientation to include benefit education and enrollment for new employees.
- ◇ Distributes pertinent benefit information to staff; Serves as primary contact during open benefit enrollment
- ◇ Manages processes for all leaves of absence (paid and unpaid) including STD/LTD/FMLA including paperwork as well as acquisition of proper documentation and approvals; interacts and follows-up in a timely manner with employees, doctors, insurance companies and payroll staff
- ◇ Provides benefit reports and prepares related budget information as requested
- ◇ Enters and maintains benefit information in HR database and personnel file folders
- ◇ Interacts with insurance vendors, insurance brokers and third party administrators to service/resolve employee benefit questions/issues; audits monthly Employee Benefit enrollments against payroll deductions taken; administers COBRA program; processes monthly insurance invoices including reconciliation of invoices
- ◇ Works closely with Accounting/Payroll to coordinate designated Human Resource entry in payroll system and verify appropriate Leave accruals and distribution(s)
- ◇ Performs other generalist duties as assigned
- ◇ Substitutes, if assigned, for other staff during temporary absences by performing specified duties and responsibilities essential to maintain continuity
- ◇ Support department and system-wide event planning and execution
- ◇ Carry out any other duties within the scope, spirit and purpose of the job

ESSENTIAL ABILITIES

- ◇ Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits effective communication with supervisor, community, employees, members of Boards, and the public
- ◇ Sufficient vision, with or without reasonable accommodation, which permits production and review of a wide variety of materials, correspondence, and reports in both electronic and paper form
- ◇ Sufficient expertise in organization and time management to plan, manage, and coordinate activities and major functions
- ◇ Ability to read, comprehend, understand, and interpret complex materials and documents
- ◇ Written communication skills, which permit independent development of clear, accurate, professional, and grammatically correct documents
- ◇ Ability to regularly lift, move or carry objects/materials weighing up to 20 pounds
- ◇ Ability to communicate effectively in writing and orally on job progress and responsibilities
- ◇ Ability to perform technical and difficult office administrative work requiring use of independent judgment
- ◇ Ability to foresee potential situations and provide necessary initiative to assure problems handled efficiently and expeditiously.
- ◇ Aptitude and temperament to work with sensitive information
- ◇ Ability to work a flexible schedule if required for special events or projects
- ◇ Ability to travel to/from meeting locations, training, and related events

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions (primary accountabilities) of this job. This job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

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