



BENEFITS COORDINATOR

DEFINITION

Under general supervision, performs a variety of highly responsible administrative support duties in Human Resources benefit administration. Requires significant knowledge of benefit programs and human resources functions. This position is confidential as defined by the Meyers-Milias-Brown Act.

SUPERVISION EXERCISED

May train and provide functional supervision of subordinate personnel.

EXAMPLES OF DUTIES

Duties may include but are not limited to:

Coordinate benefit program information dissemination, new employee enrollment in benefit programs and existing employee benefit program changes; respond to employees' questions and concerns regarding benefit programs.

Serve as liaison with benefit program providers and brokers.

Develop and coordinate special projects such as the Health Faire and annual Open Enrollment.

May assist in recruitment and selection process.

May gather information from other cities and agencies.

Assist in development of policies, procedures, forms and practices to improve Human Resources operations and efficiencies.

Orient new employees and assist them in the benefit enrollment process.

Coordinate payroll for the City Manager's Office.

Compose and proofread reports, correspondence, policies and related documents.

Prepare invoices and coordinate petty cash disbursements.

Perform data entry and use a variety of computer software programs.

Complete special projects as assigned.

Perform related duties as assigned.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of:

Standard office procedures, methods and computer equipment.

Computer software such as Word, Excel, mail merge and related programs.

Benefit program information, enrollment and change procedures.

Techniques used in dealing with staff, the public and customer service.

Survey techniques, statistics and report writing.

Ability and Skill to:

Operate office equipment including computers, copying machines and phone systems.

Accurately type and enter and tabulate data.

Respond to questions from the public and staff.

Accurately perform basic mathematical calculations.

Plan and organize work to meet schedules and timelines.

Collect and analyze data, present findings objectively, clearly and concisely and prepare reports with conclusions and recommendations.

Communicate clearly both orally and in writing.

Perform duties of an emergency worker in the event of a natural or other disaster.



QUALIFICATIONS

Any combination of education and experience that would provide the required knowledge, abilities and skills is qualifying. A typical way to obtain the qualifications would be:

BA/BS in Human Resources, Public Administration or related field and one (1) year experience in municipal Human Resources, including familiarity with a variety of computer software programs. Bi-lingual skills desirable.

LICENSE OR CERTIFICATE

Valid California Class C Driver's License and a good driving record.

ESSENTIAL JOB FUNCTIONS/A.D.A

Ability to operate computer, calculator, telephone, portable radio, copying machine and cash register

Ability to understand and respond to the public's and staff's requests for assistance both on the phone and in person

Ability to prepare reports, perform mathematical calculations, count money and sort/file documents

Ability to sit for two hours at a time

Ability to lift up to 15 pounds

Ability to climb a footstool or ladder for the purposes of retrieving records

Ability to get from one location to another in the course of doing business

