



## Crete-Monee School District 201-U

---

### JOB DESCRIPTION

#### **TITLE: HR/Benefits Coordinator**

#### **Purpose Statement**

The position of HR Benefits Coordinator has been established for the purpose(s) of providing support for the delivery of Human Resource and District Financial Services. With specific responsibility of maintaining District HR benefit operations and acting as the point of contact for staff inquiries. In addition, the Benefits Coordinator is a liaison to the Business office in matters pertaining to employee benefits.

#### **Reports to**

Assistant Superintendent of Human Resources

#### **Essential Functions**

- Set-up, enters, and maintains information on computerized insurance benefit program.
- Present medical, dental, and life insurance benefits to all eligible new employees.
- Process termination of benefits and necessary COBRA notification.

#### **Job Responsibilities**

- Provide an insurance presentation during the annual new teacher orientation, including distribution of booklets and insurance forms.
- Generate policy booklets, process enrollment forms, and set up, update, and maintain information in computer for payroll processing of benefits.
- Process termination of benefits and necessary COBRA notification.
- Process and track payments from retirees for medical and dental insurance coverage.
- Research eligibility for continued reimbursement of annual contractual benefits to district retirees.
- Generate monthly invoice for life insurance and flex cafeteria benefit payment. Provide payment to TPA monthly.
- Document and respond to all inquiries regarding medical, dental, and life insurance issues for district employees.
- Provide assistance as required in H/R Department, including filing and generation of documentation required to facilitate reporting capabilities.
- Organize annual employee Wellness Program.
- Maintain inventory of necessary insurance booklets and forms.
- Create annual new teacher directory and mailing labels.
- Update annual teacher evaluation list, including data mining.
- Provide daily coverage for receptionist during lunch, etc.
- Provide back-up assistance to payroll department as needed.
- Other duties as assigned.

### **Job Requirements: Minimum Qualifications**

- High School Diploma or equivalent
- Previous experience in area of book keeping preferred
- Five years previous experience and skills in the area of Human Resource Benefit Administration

### **Knowledge/Skills/Abilities**

- Knowledge of intermediate level accounting, bookkeeping, and payroll procedures
- knowledge of and ability to use personal computers and word processing software preferred
- Ability to use calculator to perform arithmetic functions
- Ability to perform routine computer data entry
- Ability to serve the public and others in a courteous and professional manner
- Ability to learn the procedures and functions of the office to which position is assigned
- Ability to understand and follow verbal and written instructions
- Ability to establish and maintain effective working relationships with staff
- Ability to work independently

### **Physical Requirements**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

### **Terms of Employment:**

Twelve-month contract. Salary and benefits to be determined by Board of Education.

### **Evaluation**

Performance of this job will be evaluated by the Associate Superintendent of Personnel in accordance with established procedures.