

Employee Benefits and Engagement Coordinator

<u>Title of Immediate Supervisor:</u> Executive Director of Human Resources	<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 support 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 organization's goals, ensuring the district is positioned to attract, motivate, and retain talent. Working with senior leadership, this role aligns benefits and rewards strategy to best represent school district needs, values and budget.

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
1.	Provides oversight for the administration all benefit plans(health, dental, vision, life insurance, long-term disability , 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 complex or exception-based enrollments, changes in status and benefits terminations that fall outside the Benefit Assistant's scope. Oversees the accurate processing of payroll benefits and deductions and the invoicing of non-active employees. Cultivates and maintains relationships with vendors, insurance carriers, and union representatives, addressing high-level concerns. Leads the proposal of benefit plan changes, calculating potential savings and analyzing long-term impact . Oversees the review and amendment of insurance contracts, ensuring favorable terms and compliance. Analyzes utilization reports. Researches new benefit options to maintain a competitive and valuable employee package. Develops and implements overarching District policies related to employee benefits.

Employee Benefits and Engagement Coordinator

2. Develops and directs the overall strategy for internal and external benefits communications, ensuring clarity, accuracy and accessibility of information. Approves all critical carrier communications. Provides guidance and support to the Benefits Assistant in responding to employee, retiree and vendor inquiries, establishing communication protocols and addressing complex issues. Serves as the primary point of contact for escalated and complex benefit questions and claim problems, providing guidance and resolution. Ensures the new employee orientation includes a comprehensive and engaging overview of benefits information, workers' compensation, and relevant 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 options, pension and benefits. Reviews, updates and publishes benefits related information on district's website, ensuring accuracy and ease of access.
3. Provides oversight for benefit reconciliations ensuring accuracy and accountability. Requests corrections to carriers in accordance with applicable contracts. Reviews and approves complex or policy-related adjustments for payroll benefits/deductions or invoices. Responsible for accuracy of insurance expenditures and provides projections for budgeting. Actively participates in financial audits, providing explanations and justifications. Oversees the accuracy of monthly invoicing for retirees and cobra participants.
4. Provides oversight and policy guidelines for the administration of medical leaves, ensuring compliance with FMLA and other relevant regulations. Guides the Benefits Assistant in the accurate processing of leave requests and documentation, Reviews and makes determinations on complex or escalated FMLA eligibility cases. Coordinates with appropriate staff for leave management, return-to-work processes and/or accommodations. Administers Long Term Disability enrollment process, ensuring compliance and effective communication.
5. Provides oversight for the accurate and timely processing of retirements, resignations and terminations, ensuring compliance with all related regulations and the accurate administration of COBRA, HCSP and/or TRA/PERA documentation.
6. Leads the planning and implementation of annual open enrollment processes. Creates all open enrollment materials, and communications pertaining to plan elections and changes. Addresses complex employee questions and provides counseling on benefit options during open enrollment. Coordinates efforts of various departments to ensure a smooth and efficient open enrollment process.
7. Ensures the district's coverall Compliance with all relevant state and federal regulations, directing the Benefits Assistant in the accurate administration of related processes and documentation. Acts as the District's Privacy Officer, developing and providing training of supervisors and support staff to ensure district-wide compliance.

Employee Benefits and Engagement Coordinator

8.	Leads all aspects of the Request for Proposal(RFP) process for benefit plans. Reviews requests for proposals, analyzes proposals, and participates in selection process with the Director of Human Resources . Requests amendments to contracts when necessary. Plans and implements conversions to new carrier and/or new plans.
9.	Provides oversight for the monitoring, processing and reporting of all employee leaves, ensuring accurate record-keeping and compliance. Provides interpretation of contractual leave policies to employees, administrators, and HR staff.
10.	Provides oversight for the management of all Worker's Compensation claims, ensuring compliance and effective coordination with Risk Management Association (RAS) and the District's Health & Safety Manager.
11.	Oversees the accurate calculation of severance packages, providing guidance and support to the Benefits Assistant. Personally addresses complex employees inquiries regarding severance and related retirement savings plans.
12.	Coordinates and participates in the labor management process for all labor groups as related to benefit offerings/options. Recommends contract language changes as needed.
13.	Develops, implements and manages the ongoing success of the district's Health and Wellness program and any associated rewards, aligning it to broader employee engagement initiatives.
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.
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.

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

- Requires a minimum of a baccalaureate degree in 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 benefits administration; 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.

Employee Benefits and Engagement Coordinator

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) and vendor management.
- Federal and state laws and regulations governing employee benefits and employment practices
- General accounting principles.
- Benefit plan design and benefit terminology, costs, budgeting and cost containment strategies.
- HRIS, benefits administration systems, relevant technology.

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 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.

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.	√			

Employee Benefits and Engagement Coordinator

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	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Close Vision (20 in. of less)	<input type="checkbox"/>	<input type="checkbox"/>
Distance Vision (20 ft. of more)	<input type="checkbox"/>	<input type="checkbox"/>
Color Vision	<input type="checkbox"/>	<input type="checkbox"/>
Depth Perception	<input type="checkbox"/>	<input type="checkbox"/>
Peripheral Vision	<input type="checkbox"/>	<input type="checkbox"/>

Job Classification History: