State College of Florida, Manatee-Sarasota  
Job Description

Job Title:        Coordinator, Benefits
Reports to:      Executive Director, Human Resources
FLSA Status:     Exempt
Level:           212
Position Class:

Job Summary:
This position assists the Executive Director, Human Resources with the research, coordination, and implementation of all benefits for College employees and retirees.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job.

Applicants may be asked to demonstrate any or all of the following duties:

1. Coordinates and conducts employee orientations and reviews appropriate benefits information with all new hires.

2. Reviews all invoices for benefits and completes accurate and timely reports as required.

3. Responds to and assists employees and retirees with benefit issues, inquiries, and interpretations.

4. Enters and updates all benefits deductions in College database and insures timely and accurate payroll deductions.

5. Meets with new and existing vendors and providers to discuss current trends and potential benefits offerings suitable to the College employees and/or retirees.

6. Plans, coordinates and implements all new benefit programs and changes to current programs.

7. Manages employee and retiree communication related to benefits through email, employee self-service, newsletter articles, etc.

8. Coordinates and promotes benefits fairs, vendor visits, open enrollment, and informational meetings to assist employees and retirees in the management of their benefit options.
9. Maintains knowledge of current issues and laws, analyzes current benefits and comparisons to similar organizations related to employee benefits; assures College compliance and recommends changes where appropriate.

10. Maintains knowledge related to employment and HRIS to assist and provide back up as needed.

11. Reports and maintains records relating to FMLA, Worker’s Compensation, and COBRA for compliance with Federal, State, and College rules, policies and procedures.

12. HIPAA Compliance Officer

13. PHI Level: Full access to PHI

14. Supervises, evaluates, and coaches benefits support staff.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Bachelor’s degree from a four-year college or university and two or more years’ related experience and/or training; or equivalent combination of education and experience.

- **Supervisory Experience:**
  One or more years of experience as a “lead” employee, with responsibility for scheduling and assigning work, training new employees, and assisting others with problems, is required.

- **Language Ability:**
  Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems, and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram/chart, or schedule form.
• **Computer Skills:**
  Intermediate knowledge of word processing and spreadsheet software; proficient knowledge in the functional use of the College database, email, and internet software; and basic to intermediate knowledge of report software.

• **Certificates and Licenses:**
  PHR, SPHR, or Benefit/Compensation certificate desirable.

**Responsibility for People and Property:**
This position is responsible for the supervision one or more employees.

**Responsibility for Communication:**

• **Internal Contacts:**
  This position has routine contact with current State College of Florida, Manatee-Sarasota employees and its retirees.

• **External Contacts:**
  This position has frequent contact with vendors and benefits providers.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely required to sit, use manual dexterity, and talk or hear. The employee is frequently required to reach with hands and arms, and lift up to 10 pounds. The employee is occasionally required to stand, walk, and taste or smell, and lift up to 25 pounds. Specific vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.

2. **Customer Service:** All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.
3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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