

HINSDALE HIGH SCHOOL DISTRICT #86

JOB DESCRIPTION

POSITION TITLE: **Benefits Coordinator**

REPORTS TO: Director of Human Resources

LEVEL: 12 Month Confidential

QUALIFICATIONS:

Required Experience or Training

- Bachelor of Arts (B.A.) in Health Care Administration or a Bachelor of Science (B.S.) in Business Administration. (**ADMINISTRATION DECISION**)
- Minimum of three (3) years experience in the area of employee benefits. (**ADMINISTRATION DECISION**)
- Understanding of basic accounting and insurance principals and practices is required.
- Aptitude for detailed work, ability to work independently as well as working well with others.
- Proficient aptitude in computer programs, including but not limited to Microsoft Excel and Word. Excellent writing skills and a strong foundation in grammar.
- Knowledge of insurance products including health, dental, life, short and long-term disability. Experience in claim administration and resolution.
- Knowledge of workers compensation.
- Knowledge of unemployment compensation.

Special Requirements of the Position

- Evidence of successful work experience and a strong attendance record; willing to schedule vacation around job requirements; ability to work well under pressure and meet deadlines.
- Must have superior interpersonal skills and a high degree of honesty and integrity to be demonstrated through both work and personal references.
- Must maintain confidential information about health-related matters for employees, their dependents, or other authorized participants (i.e., retirees, COBRA participants, etc.).
- Must be familiar with current benefit trends as well as knowledgeable of changing federal and state legislation pertaining to employee/retiree benefits.

POSITION RESPONSIBILITIES:

1. Understand and administer employees/retirees fringe benefits.
2. Orient employees to the District's benefit programs.
3. Establish and maintain up-to-date employee/retiree insurance records.
4. Be responsible for the balancing and payment of monthly billings received from the various District benefit insurance companies, third party administrators, and other contractors as required.

5. Provide benefit information and review of benefit operations as needed to administration, particularly during union negotiations and renewal of benefit contracts.
6. Provide and be responsible for yearly benefit cost data for each employee group for inclusion in the District's fiscal year budget.
7. Calculate reimbursements due to the District from employees for payment towards their benefit plans. Monitor benefit reimbursement payments due to the District from current and former employees (leave of absence employee's co-payments; COBRA payments and retiree payments).
8. Administrate employee pension system benefits with the Illinois Municipal Retirement Fund (IMRF).
9. Manage all facets of Workers Compensation Program including preparation of OSHA reporting.
10. Manage all facets of Unemployment Claims working with Unemployment Provider and Illinois Department of Employment Security as District Hearing Representative.
11. Coordinate Wellness Programs including annual wellness fair, flu and shot clinics, and coordinate Administrator/Dean Physicals.
12. Coordinate and update employees on Employee Assistance Program.
13. Process and Manage Background Checks of employees/outside contractors including State and Federal checks on the sex offender registry.
14. Process past service credit for IMRF/TRS.
15. Process, for financial institutions, salary verification for employees.
16. Complete, as assigned, Illinois State Board of Education Reports on an annual basis to include: Driver Education, Application for Recognition of Schools, Reduction in Force, Unfilled Positions, Teacher Salary Study, Teacher Service Record, and Non-Certified Staff Salary Study.
17. Manage Teacher Certification annually.
18. Participate as a member of District Insurance Committee and Educational Support Personnel Committee. Responsible for preparation of minutes.
19. Work collaboratively with the Superintendent's office on processing retiree resolutions and other duties as assigned.
20. Work collaboratively with the Human Resources Assistant on year-end recognitions including Crystal Club Luncheon, and Quarter Century Dinner.
21. Other duties and tasks as assigned by the Director of Human Resources.

WORK ENVIRONMENT

The noise level in the work environment is usually low. The employee continuously interacts with the public and other staff and frequently meets multiple demands from several people.

Hinsdale Township High School District 86 is an Equal Opportunity Employer. It is the policy and practice of District 86 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 86 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, or handicap.

The information contained in this job description posting is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for opening should contact the Assistant Superintendent for Human Resources.