



POSITION DESCRIPTION

TITLE: Benefits Administrator
FLSA STATUS: Exempt

CATEGORY: Professional
GRADE: D

JOB SUMMARY: Under the direction of the Associate Director, Employee Benefits, the benefits administrator will implement and administer the District's comprehensive employee benefits program for staff and faculty and assist employees with the Group Benefits Program (GBP), eligible pension plans, and local District benefits.

In-person work on campus is an essential function of this position.

ESSENTIAL FUNCTIONS:

YEARLY PERCENT OF TIME

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| 1. Coordinate and administer employee benefit plans, including the Group Benefits Program (GBP), retirement programs, leave benefits, and process payroll related activities to include financial adjustments on benefit deductions. Run, prepare, upload, and research monthly Teacher Retirement System of Texas (TRS) reports to include the demographic and retiree reports. Assist with the Affordable Care Act (ACA) reports as needed. | 30% |
| 2. Implement and process local benefit offerings such as staff scholarships, leaves under the Family and Medical Leave Act (FMLA), development leaves, educational reimbursement, leave without pay, and sick leave pool applications. | 15% |
| 3. Provide employees with comprehensive benefits information and counseling, including benefit eligibility, monthly benefit premiums, leaves, survivor assistance, administrator assistance, and disability claims. Process annual benefit changes. Assist eligible employees with the retirement process and forms required by state or federal agencies. | 15% |
| 4. Interface with internal and external systems (Human Resources Information System (HRIS), TRS, ERS, etc.) to calculate monthly benefits deductions, including employee elected benefits, and employee retirement plans. Collaborate with the Payroll department and share these results to provide accurate deductions. Generate and review reports, ensuring data is accurate, and resolve discrepancies and correct errors. | 10% |
| 5. Plan, organize, and present benefit related meetings, workshops, and presentations; Prepare monthly board agenda items related to benefits. As needed, assist with annual enrollment periods, benefit fairs, and employee orientations. Assist with benefit surveys. | 10% |

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| 6. In partnership with the Associate Director, assist in developing and evaluating benefit-related policies and procedures; Explain and interpret college policies and procedures, state laws, and regulations. | 5% |
| 7. Provide vendor information for eligible benefits, pension plans, and approved 403 (b) pension, including contribution guidelines, plan limits, catch-up provisions, and certify vesting. | 5% |
| 8. Serve as a liaison between the District, various state agencies, and vendors concerning benefits programs, claim services, medical support notices, reports, and respond to challenges to resolve issues as required. | 5% |
| 9. Perform other duties as assigned, including providing guidance to the Benefits office during the Associate Director's absence. | 5% |

CERTIFICATIONS/LICENSURES: Must be able to obtain a Notary Public Commission.

ESSENTIAL QUALIFICATIONS:

EDUCATION: Bachelor's Degree

EXPERIENCE: Four (4) years of related experience.

SPECIAL CONDITIONS:

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

SPECIAL SKILLS AND ABILITIES:

1. Skills/Abilities:

- Ability to make decisions regarding employee benefits in alignment with established policies and procedures;
- Strong organizational skills with the ability to effectively plan and prioritize multiple tasks to meet deadlines;
- Knowledgeable in applying and interpreting laws and regulations related to employee benefits;
- Effective verbal and written communication skills;
- Skilled in fostering and maintaining positive working relationships with colleagues, management, and employees throughout the District;
- Ability to maintain confidentiality and demonstrate reliability and dependability in the workplace;
- Capable of exercising discretion and independent judgment in decision-making;
- Proficient in performing mathematical calculations and analyzing detailed data;
- Expertise in using Microsoft Office Suite;
- Ability to create and deliver public presentations, training sessions, and instructional content.

Equipment Used: Personal Computer and other equipment associated with an office environment.

Software Used: A variety of spreadsheets, word-processing, database, e-mail, and presentation software.

PHYSICAL REQUIREMENTS:

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance and stood, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this Job. The noise level in the work environment is usually moderate.

POSITION TITLE:	Benefits Administrator
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PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.

X _____
Employee Signature *Date*