



POSITION DESCRIPTION

TITLE:	Benefits Associate	CATEGORY:	Classified
FLSA STATUS:	Non-Exempt	GRADE:	F

JOB SUMMARY: Under the direction of the Associate Director, is responsible for preparing benefits related documents, coordinating benefits orientation sessions, and assisting benefits eligible employees in understanding rules applicable to benefits access.

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

ESSENTIAL FUNCTIONS:	YEARLY PERCENT OF TIME
1. Enter data transactions for the Group Benefits Program (GBP) into the Employees Retirement System of Texas (ERS) System. Review daily FTP reports from Employees Retirement System of Texas, download data into the FTP server, upload data to the HRIS Banner system, review and make adjustments to ensure appropriate deductions are taken.	20%
2. Process and complete monthly Demographic TEAMS report; research, prepare and upload monthly TRS Demographic report to TRS portal; process and prepare monthly TRS Retiree report and Affordable Care Act (ACA) reports, as needed.	20%
3. Process and review all Personnel Action Records. Process Employment Action Records and Faculty Assignments, as needed, for monitoring of benefit eligibility. Enter data transactions for retirement benefits and leave accruals into the HRIS Banner system and make appropriate adjustments to FICA and Medicare deductions; identify eligibility for ORP or TRS participation; screen new hires and re-hires or TRS status.	15%
4. Calculate, correct, and process required premium deductions; make financial adjustments.	5%
5. Schedule and conduct benefit orientations. Present benefits information at the new employee orientations (NEO).	10%
6. Provide information from complex rules and regulations to employees to determine and assure that insurance changes are in accordance with the GBP rules; explain policies, laws and procedures of the State group insurance program and retirement systems of the college to a variety of contacts.	5%
7. Monitor and enforce the rules and regulations concerning changes and transfers of retirement plans and annuities.	5%
8. Perform general office functions to include handling phones, completing forms and memos, reports, and letters; maintain files; disburse materials for internal and	5%

external release; notarize and certify documents for official state use.

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| 9. Screen and verify GBP benefit eligibility and TRS membership eligibility for all part-time faculty, staff and retirees. Monitor return to work retirees and enter the appropriate retirement plan in the HRIS Banner system. | 5% |
| 10. Process all employee separations. Identify and process vesting status at time of termination and process action for recovery of State matching dollars. | 5% |
| 11. Perform other duties as assigned. | 5% |

ESSENTIAL QUALIFICATIONS:

EDUCATION: Associate's Degree.

EXPERIENCE: Four (4) years of related experience.

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

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 communicate effectively in a variety of setting including sensitive one-on-one situations and orientation sessions;
- Ability to develop and maintain successful working relationships with colleagues, management and employees;
- Ability to understand and effectively apply policies and procedures regarding benefits programs;
- Ability to use a considerable amount of discretion and independent judgment;
- Ability to perform mathematical computations;
- Ability to compose written correspondence;
- Ability to take initiative;
- Maintain confidentiality and to be reliable and dependable in the work environment;
- Experience working in a fast-paced environment requiring multi-tasking;
- Experience in record keeping, analyzing detailed data and working with numbers.

1. Equipment Used: Personal Computer, fax, telephone, copier, and other equipment associated with an office environment.

2. Software Used: A variety of word-processing, spreadsheet, 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 stand, kneel, crouch, or crawl. The employee must regularly lift or move up to 10 pounds and occasionally lift 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 Associate
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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*