

University of Houston – Clear Lake

Position Description

Job Title: **Senior Coordinator, Benefits**

Job Code: **3361**

Pay Grade: **040**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelors degree in HR, business or related field or equivalent years of relevant experience.	Bachelors degree in HR, business or related field.
Experience	Three years benefits/human resources experience.	
License/Certification		Notary Public

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

Coordinates the administration of group benefit programs such as basic and major medical coverage, dental insurance, group life insurance, disability insurance, standard retirement plans, optional tax deferred annuity plans, and workers' compensation claims. Responsible for interpretation and administration of policies and laws related to insurance, use of leave, retirement eligibility, etc. Maintains oversight for all benefits related functions for university.

Duties and responsibilities	% Time
Consults with and advises faculty, staff, and student employees regarding all benefit related options; prepares and processes insurance enrollment forms for new employees; audits and processes insurance and flexible benefit enrollment/change forms, assists employees with claims processing and coverage verification as needed; conducts new employee benefit orientation; and coordinates summer insurance enrollment procedures and meetings, and retirement seminars. Conducts all new faculty on-boarding.	35
Data enters employee benefits into two automated systems, ERS and the university system human resources/payroll database (PS-HRMS), and reconciles insurance, salary, and/or premium discrepancies between systems. Enters all adjustments to deducts on the paylines and checks to make sure screens in PeopleSoft are activated and deactivated upon on-boarding and off-boarding.	25
Serves as university liaison to insurance and retirement carriers and agents regarding employee elections and changes; researches salary, service, and retirement history for compliance with related regulations; coordinates leaves of absence without pay and administers the insurance self pay provision; processes disability and death claims; handles termination of benefits; and processes service retirements. Maintains oversight for all benefit related functions for university.	25
Assists employees with workers' compensation claims and files required reports with appropriate university offices and the State Office of Risk Management.	10
Prepares benefits communication materials, summary booklets, retirement handbooks and other articles for publication. Maintains Benefits section of HR Web site. Serves on UHCL Safety Committee and system wide benefits committee. Assists with coordination of work/life events.	10

Trains all other benefit staff in the Office of Human Resources. Assists Executive Director with projects as needed. Other duties as assigned.	
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This position description describes the general qualifications, duties and responsibilities of work being performed.