

# University of Houston – Clear Lake

## Position Description

Job Title: **Benefits Coordinator**

Job Code: **3363**

Pay Grade: **030**

FSLA: **EX**

Location: **UHCL**

Retirement Program: **TRS**

### QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelors degree in Human Resources, business or related field or equivalent years of relevant experience	Bachelors degree in Human Resources, business or related field
Experience	Two 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.**

Duties and responsibilities	% Time
Consults with and advises faculty, staff, and student employees regarding all benefit related options; prepares and processes automatic 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.	35
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; processes applications for family and medical leave and sick leave pool benefits; processes 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.	30
Data enters employee benefits into two automated systems, ERS and university system human resources/payroll database (HRS), and reconciles insurance, salary, and/or premium discrepancies between systems.	15
Assists employees with workers' compensation claims and files required reports with appropriate university offices and 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 Executive Director with projects as needed. Other duties as assigned.	10

***This position description describes the general qualifications, duties and responsibilities of work being performed.***