

**JOB INFORMATION**

Effective Date	10/20/2021
Job Code:	3361
Job Title:	Sr. Benefits Coordinator
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Human Resources
Job Family:	Benefits
Job 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.

**COMPETENCIES**

## Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

## Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree	in HR, business or related field or equivalent years of relevant experience	Required	
Bachelor's Degree	in HR, business or related field	Preferred	

## Work Experience

Experience	Experience Details	Required/ Preferred	
Some	years benefits/human resources experience	Required	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
	Notary Public		Preferred	

## Knowledge, Skills and Abilities

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
KSAs				Proficiency

## JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>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; verifies previous state service for benefits-eligible staff; conducts new employee benefit orientation; and coordinates summer insurance enrollment procedures and meetings, and retirement seminars. Conducts all new faculty on-boarding.</li> </ul>	30%
<ul style="list-style-type: none"> <li>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 pay lines and checks to make sure screens in PeopleSoft are activated and deactivated upon on-boarding and off-boarding.</li> </ul>	25%
<ul style="list-style-type: none"> <li>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 in ERS and administers the insurance self pay provision; processes death claims; handles termination of benefits; and processes service retirements. Maintains oversight for all benefit related functions for university.</li> </ul>	25%
<ul style="list-style-type: none"> <li>Assists employees with workers' compensation claims and files required reports with appropriate university offices and the State Office of Risk Management.</li> </ul>	10%
<ul style="list-style-type: none"> <li>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.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Trains all other benefit staff in the Office of Human Resources. Assists Executive Director with projects as needed.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Other duties as assigned.</li> </ul>	0%

## PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

### Travel Requirements

Estimated Amount	Brief Description