

POSITION DESCRIPTION

TITLE: Benefits Coordinator – (Exempt)

Collective Bargaining – Ineligible – Confidential

Definition - The Board approved definition of a confidential employee is an employee who has access to confidential or discretionary information regarding legal advice or the development or formulation of policy or procedures pertaining to labor relations or budget formulation and implementation; OR, whose functional responsibilities or knowledge concerning employee relations makes the employee's membership in an employee organization incompatible with the employee's duties; OR, who performs the functions of an executive secretary/administrative assistant/office administrator to the president, vice president, or dean [CEO and/or Officer] of St. Mary's College as defined by the Board of Trustees of St. Mary's College of Maryland.

This is a confidential position. The incumbent is accountable for supporting the mission, goals, and objectives of the College and is expected to administer the policies and procedures defined in the Employee Handbook as approved by the President and the Board of Trustees.

JOB SUMMARY:

Responsible for payroll functions, the administration of employee benefits and benefits related programs for St. Mary's College of Maryland and Historic St. Mary's City Commission (HSMCC). Provides special guidance and assistance to employees on various benefits plans and coordinates existing employee benefits plans. This position reports to the Associate Director of Payroll and Benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Responsible for following the policies and procedures as defined in the employee handbook.
- Administers various employee benefits programs such as group health, life, medical and dental, retirement, etc.
- Administers the tuition assistance, tuition exchange and tuition waiver programs.
- Develops, maintains and imparts a strong working knowledge of all College and HSMCC sponsored benefit programs.
- Maintains current knowledge of compliance requirements in areas such as HIPAA, COBRA, FMLA, ADA, ERISA and FSA, etc.
- Manages open enrollment communications and serves as the point of contact throughout the process. Conducts employee benefits seminars for personnel.

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- Handles benefit inquiries and complaints to ensure quick, equitable, and courteous resolution.
- Maintains contact with insurance companies/vendor entities, employees, and beneficiaries to facilitate proper and complete utilization of benefits for all employees.
- Maintains employee benefits files for benefit enrollments, benefit terminations, COBRA, beneficiaries, change requests, FMLA, etc.
- Manages requests for Family Medical Leave (FML), non-FML, receives documentation, tracks leave usage, including donated leave.
- Participates in annual benefit surveys. Researches, compiles, analyzes and summarizes requested data for routine and/or special projects or reports.
- Annually communicates health benefit plan options, prepares announcement material, and associated communication media.
- Interprets and explains benefits to department heads, employees and applicants.
- Manages benefit reports in the Statewide Personnel System (SPS).
- Conducts one-on-one onboarding and offboarding for employees of the College and HSMC.
- Conducts employee timesheet training.
- Sends departure notices to employee and Office of Information Technology (OIT), completes termination in HR systems, and other applicable systems.
- Communicates benefit changes to payroll to assure accuracy, and timely notification of changes.
- Processes permanent employee new hire information, salary adjustments, and Maryland State Retirement and Pension System (MSRPS) changes, etc. in the Statewide Personnel System (SPS) and HR systems.
- Inputs newly hired regular employees, position title changes, faculty and staff salary adjustments including stipends, temporary adjustments.
- Prepares salary notifications for employees of SMCM and HSMC employees.
- Manages contracts of permanent employees.
- Maintains the PIN report and vacancy list.
- Conducts one-on-one retirement preparation meetings and assists employees with retirement forms.
- Informs employees of supplemental retirement plans, assists employees with the enrollment process, annually conducts education-based meetings.

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- Maintains and updates monthly personnel transaction report.
- Notifies all essential employees, by email, of their essential status no later than December 1st annually.
- Coordinates financial planning and retirement workshops, seminars for faculty and staff.
- Prepares the personnel actions for the Board of Trustees meetings.
- Manages employee evaluation process and materials:
 - Prepares, forwards, and monitors all employee annual evaluation materials.
 - Monitors, prepares and forwards newly hired (non-exempt) employees' and (exempt) collective bargaining employees' three and six-month evaluations to supervisors for completion.
- Serves as backup for the Fiscal Administrator – processing time sensitive forms.
- Upon request, attends labor relation meetings and negotiations to provide subject matter input relative to employee benefits and pay or take meeting notes.
- Serves as a Campus Security Authority in accordance with the Clery Act.

MINIMUM QUALIFICATIONS:

- Education: Bachelor's degree.
- Experience: At least five (5) years of experience with benefit administration and general human resources related activities.
- Certified Employee Benefits Specialist (CEBS) preferred.
- Ability to conduct training seminars for employees and organize and prioritize work to meet deadlines.
- Proficiency with Microsoft Office, spreadsheet applications, database and HRIS software is required. Demonstrated ability to use Excel for calculations, reconciliations and data analysis.
- Solid understanding of core HR benefits administration (HIPAA, COBRA, FMLA, ERISA, FSA, etc.).
- Outstanding interpersonal and customer service skills. Demonstrates energy and enthusiasm achieving goals; takes ownership of assignments. Excellent analytical, oral and written communication skills. Ability to maintain a high level of confidentiality.
- Any combination of acceptable education and experience, which has provided the necessary knowledge and skills to fulfill the requirements of this position, may be considered.