

**MONTGOMERY COUNTY GOVERNMENT, VIRGINIA
POSITION DESCRIPTION**

TITLE: BENEFITS COORDINATOR

GENERAL DESCRIPTION

The essential function of the position within the organization is to coordinate the County benefits program. The class is responsible for staff supervision; administering all aspects of insurance, including medical, liability, and workers' compensation; providing a competitive benefit package to County employees; acting as liaison with providers and insurance companies in claims management of both workers' compensation and medical/health insurance; and performing related administrative functions. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Supervises staff, including interviewing, recommending selection, assigning and evaluating work, counseling, and recommending disciplinary action, probation, and termination.

Processes employee benefits applications and changes; performs related duties including filing of claims, appointments, and data entry; follows up with insurance companies on inquiries and claims status on life, health, vision, and dental; acts as liaison with carriers for review of renewal information and claims utilization; coordinates annual re-enrollment; and prepares information needed for insurance bids.

Advises and counsels employees with disability claims, workers' compensation, and retirement, acting as troubleshooter for errors.

Plans and coordinates Health Fair and open enrollment for insurance after making selection of benefits to provide using employee focus groups and wellness coordinators.

Monitors medical claims through payments by check register; oversees and monitors budget for claims and administration.

Investigates and processes workers' compensation claims, including reviewing bills and authorizing return to work; investigates potential liability hazards; assists as liaison between the County, insurance carrier, and attorneys in the event of civil suits.

Monitors safety regulations set by OSHA and the State Labor Cabinet and initiates compliance procedures.

Conducts surveys, compiles data, writes reports, and makes recommendations on specific assigned projects.

Monitors laws and mandates for medical and workers' compensation programs and makes recommendations for necessary policy changes; analyzes programs for cost savings.

Maintains record system for assigned area; processes daily paperwork including reports, and case and personnel information.

Attends or conducts staff, committee, administrative, regional, or other professional meetings to exchange information; attends training sessions to provide feedback for workers and other staff.

Performs other related duties as required.

BENEFITS COORDINATOR

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Supervises or directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Coordinates the handling of equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers or software programs.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility and opportunity for achieving considerable economies and/or preventing considerable losses through the management of a large division or minor department.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires considerable responsibility for the safety and health of others.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition, subtraction, multiplication, and division; computes ratios, rates, and percents.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads journals and manuals; composes specialized reports and business letters using proper format and grammar; speaks to groups of coworkers and people outside the organization.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

BENEFITS COORDINATOR

EDUCATION AND EXPERIENCE REQUIREMENTS

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires bachelor's degree in human resources or a closely related field.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires four years of related experience.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods and some dexterity in operating office equipment.)

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual hazards.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The Montgomery County Government of Virginia is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.