SANDY CITY
APPROVED POSITION SPECIFICATION

I. Position Title: Benefits Coordinator

Revision Date:	09/04
EEO Function:	Financial Admin.
EEO Category:	Administrative Support
Status:	Non-exempt
Control No:	30374

II. Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the Director of Human Resources & Management Services provides direct support for new employee orientation, benefits administration and open enrollment, the Life Be Fit wellness program; documents and performs other clerical duties as needed.

III. Essential Duties

A. EMPLOYEE ORIENTATION

- Coordinates new employee orientation program, including policy and procedure orientation, benefit enrollment and new employee sexual harassment training.
- Addresses benefit concerns of applicants throughout the selection process.
- Follows up with departments to ensure all hiring documentation is submitted to Personnel.
- In cooperation with other staff members, processes new employees and works with Payroll to ensure all necessary pay and benefit paperwork is received.
- Reviews billings for drug tests, physical exams and other occupational health services for accuracy.

B. EMPLOYEE BENEFIT ADMINISTRATION

- Coordinates the annual benefits open enrollment process and aides employees in the benefit selection process.
- Works with Payroll Officer to expedite benefits administration.
- Monitors and coordinates city COBRA compliance process, including correspondence to new employees, terminating employees, and employees that have had a COBRA qualifying event notifying them of their COBRA rights and options.
- Establishes and oversees the FMLA compliance process.
- Coordinates service with City Doctor and/or clinic for employee physicals and evaluations.
- Distributes information and answers questions regarding benefits.
- Calculates benefits worksheets with/for employees.
- Assists employees with problems and questions involving their benefits.
- Prepares materials, program suggestions, benefits evaluations and proposals for review by the Benefits Committee.
- Logs in benefit selections and mail enrollment forms.
- Processes 401(k) loan applications and monitor existing loans.
- Serves as secretary to the Sandy City Benefits Team.

C. PERSONNEL RECORDS

- Supervises the Personnel Division's file system, including the coordination of division filing (personnel files, medical files, I-9s, w-4s, etc.)
- Monitors files for completeness and for compliance with applicable requirements.

D. LIFE BE FIT PROGRAM (LBF)

- Coordinates and schedules testing for the Life Be Fit and Health Benefits Fair.
- Prepares Life Be Fit packets of contracts and maintains a database of participants.
- Prepares monthly LBF reports for distribution.
- Schedules health related "Brown Bag" seminars .
- Calculates year end totals for participants, purchases and distributes year end gift certificates.
- Purchases and distributes incentive gifts for participants who have reached required points mid-year.

E. EMPLOYEE RELATIONS

- Plans menus, organizes, prepares and sends out bids for employee luncheons.
- Prepares and distributes flyers and payroll stuffers.
- Purchases employee incentive gifts for events.

IV. Marginal Duties

- Serves as administrative assistant for Director of Human Resources & Management Services
- Orders and inventories needed division information and benefits forms and materials.
- Assists with applications for insurance benefits.
- Types various office correspondence and memos.
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V. Qualifications:

Education: The equivalent of two years full time clerical training through a secondary or post secondary vocational program.

Certificates/Licenses: Valid Utah driver's license.

Experience: Three years of prior experience in human resource and benefits activities with demonstrated competence; may substitute education and experience on a year-for-year basis. Benefits administration experience preferred.

Knowledge of: City benefits as outlined in the Sandy City employee handbook and the benefits selection process; general knowledge of state and federal regulations pertaining to employee benefits; personnel procedures regarding benefits, physicals and drug testing; clerical and general office practices and procedures.

Responsibility for: Employee information, including salary and benefits information, discipline and performance evaluations that must be kept confidential; information concerning various grievances that must not leave the Personnel office. Moderate responsibility for actions that may lead to liability from a risk management perspective.

Communication Skills: Ability to communicate effectively verbally and in writing using proper grammar and spelling; ability to professionally furnish and obtain information from other departments; ability to work effectively as a team member; ability to serve customers including constant contact with the public, city employees, and frequent outside contact with persons of high rank, requiring tact and judgement; requires well developed sense of strategy and timing.

Equipment Operation: Type 50 wpm; requires regular use of a computer (using word processing, database, spreadsheet and document imaging software), printer, copier, and telephone system; occasional use of 10-key adding machine and ability to perform basic arithmetic.

Analytical Ability: Ability to organize both in terms of one's time as well as large volumes of information and records; ability to prioritize tasks; work well under pressure and impending deadlines; establish effective

working relationships with employees and the public.

VII. Working Conditions:

Generally comfortable working conditions; frequent exposure to stressful situations as a result of human behavior and frequent deadlines; limited evening and weekend work required; very frequent contact with employees and the public; near constant mental application; occasional exposure to inclement weather conditions visiting work places and work sites of employees.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any