



**Position Title:** Human Resources Coordinator/Benefits  
**Reports To:** Director  
**Department:** Compensation & Benefits  
**Prepared By/Date:** Martha Arrieta/07-21-2010  
**Approved By/Date:** Martha Arrieta/09-07-2010  
**Revised:** Martha Arrieta/09-07-2010

**Job Code:** 4182-00E  
**Job Group:** SNE  
**Salary Grade:** 12  
**FLSA Status:** Non-Exempt

**Summary:**

The Human Resources Coordinator/Benefits disseminates benefits information regarding the various benefit programs (i.e. Retirement Benefits, Health, Dental, Disability, Group Legal, Life, Alternate to Social Security and Tuition Reimbursement) in support of the Benefits Administration unit. This individual is responsible for understanding all benefits programs and area responsibilities in order to provide quality Customer Service to employees and coworkers.

**Essential Duties and Responsibilities:**

- Disseminates complex information in person or over the phone regarding benefits and accomplishes tasks according to practices and procedures of each of the respective programs
- Schedules individual employee retirement appointments, provides information to the employee and prepares file documentation with necessary benefits calculations
- Conducts audits of retirement benefit files
- Maintains accurate accounting of benefit payments mailed in by retirees and communicates with retirees to ensure timely remittance of payments
- Acts as liaison between employees and benefits providers by resolving problems
- Interprets plan provisions and procedures for assigned areas
- Produces online surveys as requested and puts together summary of results
- Assists in the coordination of employee benefits workshops and attends workshops as needed
- Performs other duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of State Board of Community College Rules, College Policies and Procedures and the ability to apply this knowledge to problems and situations
- Knowledge of State Board of Education Rules, SACS standards or Florida Retirement Rules for sufficiency of data
- Knowledge of business principles and office management and supervision
- Knowledge of Microsoft Office applications
- Must be capable of meeting multiple deadlines as established by the College, Insurance providers, and/or State/Federal Laws
- Excellent interpersonal and communication skills (both verbal and written)
- Ability to develop and maintain effective public and personnel relations
- Ability to handle confidential and sensitive information efficiently
- Ability to work effectively with employees and students in a multi-ethnic and multi-cultural environment

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to reach with hands and arms. The employee is regularly required to walk; stand; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to sit and stoop, kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Essential Personnel:**

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover and continue operations at the College.

**Minimum Requirements:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associates degree and three (3) years of experience or five (5) years experience in human resources operations or an equivalent combination of experience and training

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name