

Middletown, CT Job Description

Classification Title	Insurance/Benefits Coordinator, Senior
Job Code	
Department	Board of Education
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to administer and coordinate benefits and insurance and act as a liaison between the Board of Education, employees and insurance/benefit companies. ~~The work is performed under the direction of the Manager of Financial Operations.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- Coordinates annual open enrollment for insurance and benefit programs. ~~p~~Processes and submits policy applications and changes. Assists with application/change paperwork.
- Administers and processes employee health and disability insurance plans, student/athlete accident insurance plan, and the Health Saving Account (HSA). Explains benefit packages to new employees.
- ~~Facilitates~~Facilitates wellness programs for Teachers, Administrators and Paraprofessionals.
- Maintains OSHA log for workers' compensation injuries. Prepares reports for OSAH audit. Participates in workers' compensation claim review/audit.
- Co-Chairs the Workers Compensation Safety Committee for the BOE. Prepares agenda and minutes for quarterly meetings. Sends notifications to members of upcoming meetings. Receives complaints to present to committee.
- Verifies Teachers Retirement Board State Subsidy Report for accuracy. Makes changes and additions for retired teachers and administrators.
- Provides yearly disclosure to consultant regarding Postretirement Benefits Plans.
- Acts as a liaison between the Board of Education, employees/retirees and insurance/benefit companies or agencies

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- ~~Files workers' compensation claims. Facilitates obtaining medical reports. coordinates correspondence and contact with workers' compensation agency.~~ Coordinates efforts to return employees back to work after injury, providing light duty accommodations. Ensures submission of 30C form to avoid automatic compensability of claim.
- ~~Assists all employees and retirees with questions regarding benefits; provides information; obtains information; contacts insurance companies to ascertain claims status. Assists in filing claims. Creates financial reports for budgeting.~~
- ~~Maintains all insurance/personnel records and files; maintains spreadsheets and databases.~~ Calculates and provides taxable life insurance amounts for W2 reporting. Calculates insurance premiums for active and retired employees. Composes letters to retirees with rate changes.
- Performs bookkeeping functions. ~~Processes and posts monthly insurance payments from retirees. Collects and distributes premiums. Reviews for approval of monthly billings for health and life insurance payments. Calculates insurance premiums for retirees, monthly billing for health and life insurance~~
- ~~Prepares a variety of reports, applications, forms, documents and correspondence; composes letters to employees with rate increase information. Processes change forms for health, dental and life insurance.~~
- ~~Performs data entry; enters policy changes into computer system.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

~~High school diploma or equivalent with vocational/technical training and five years of progressively responsible benefit administration experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.~~ Associate's degree in Business Administration or related field and at least three years of progressively responsible benefit administration experience.

Appropriate education substitutions can be made.

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PREFERRED QUALIFICATIONS

Bachelor's degree in Business Administration or related field, at least five years of progressively responsible benefit administration and workers' compensation experience and training hours in health insurance and workers' compensation reporting.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships. Knowledge of Workers' Compensation statutes~~
- ~~Requires the a~~Ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. Requires the ability to act as a lead person.
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as checks, invoices, claims, bills, status changes, contracts, insurance manuals, procedures, guidelines and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Program/Budget Analyst and all Board of Education employees and retirees, Board members, insurance companies and agencies, and the public. Knowledge of accounting and finance practices~~
- ~~Requires the ability to perform addition, subtraction, multiplication and division.~~
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Define problems, collect data, establish facts, and draw valid conclusions

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- Ability to Pperform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Eexercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Mmeet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

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- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

WORKING CONDITIONS

The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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