

Class Code:.....0111
Position #: ().....
Developed by:.....LK
Reviewed by:.....SG
Approved by:.....AMC
Date:.....1/09

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Coordinator, Employee Benefits
DIVISION: Administration (Office of Human Resource Administration)
REPORTS TO: Director, Personnel Services
GRADE: 10
SUPERVISES: Support staff and students

BASIC FUNCTION:

Manage the day-to-day operation of the Board of Governors (BOG) Retiree Medical Retirement program for all eligible employees and retirees at the University of Rhode Island, Rhode Island College, the Community College of Rhode Island, the Office of Higher Education, Office of Elementary and Secondary Education, and the RI Higher Education Assistance Authority; manage the BOG 403(b) retirement plan at URI, as well as optional retirement savings plans; manage the BOG long-term disability program; counsel employees regarding work life balance issues and assist in the implementation of all benefits programs for URI employees and provide support to other functional areas in the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage the system-wide day-to-day operation of the BOG Retiree Medical Retirement program; develop and maintain the billing system and provider/carrier reconciliation and COBRA systems for eligible employees and retirees, including the database support system for both health and life insurance; consult with information technologists regarding systems plan modifications consistent with both BOG and health care providers' regulations; maintain all program files and documents; develop regular and customized statistical reports regarding plan activities; communicate with and counsel employees and retirees on plan benefits, options and modifications, including Social Security and Medicare regulations.

Manage the BOG 403(b) retirement plan for University employees; counsel employees regarding plan options, regulations and benefits; process new enrollments, changes,

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withdrawal/loan requests and retirement actions in conjunction with Board of Governors and plan requirements; on an annual basis, calculate and communicate all participants' maximum tax sheltering options and limitations in conformance with University and BOG policy and Internal Revenue Service laws and regulations; provide liaison to plan providers and the Office of Higher Education.

Assist employees in the enrollment process, changes and terminations for eligible additional retirement savings plans, including the 403(b) Supplemental Retirement Annuity (SRA) plan and 457(b) Deferred Compensation plan; process transactions paperwork and maintain records and database regarding plans; process enrollments, changes and retirement paperwork for employees participating in the State of RI Employee Retirement System (ERS); assist employees dealing with the ERS office.

Manage the BOG long term disability plan for eligible employees; counsel employees and process long term disability applications; interpret plan provisions and troubleshoot claims issues with the carrier.

Conduct the benefits component of the monthly new employee orientation program; meet individually with new employees enrolling in benefit plans; interpret program options and process paperwork to the State Benefits Office.

Assist the Director of Personnel Services in counseling University employees on a wide range of programs and issues regarding work/life balance (e.g., leaves of absence, FMLA, health insurance issues, AFLAC dependent care, disability and other employee benefits); research best practices and participate in developing new policies and procedures, as well as modifying existing programs.

Coordinate open enrollment drives for University employees and retirees, including logistic support for providers/carriers representatives.

Provide support to other functional areas in the department and to serve as a backup for other Human Resources department staff on an as needed basis.

Maintain a strong working relationship with key University offices, including the Controller and Payroll Offices, State Benefits and Office of Personnel Administration, State Controller, ERS, Office of Higher Education, Human Resources Offices at Rhode Island College, Community College of Rhode Island and Department of Elementary and Secondary Education, and the RI Higher Education Assistance Authority, all plan carriers/providers, employees, retirees and the public.

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LICENSES, TOOLS AND EQUIPMENT:

Automated computer systems to include word processing, spreadsheets and database management; typewriter, calculator, telephone, copying machines, fax machines.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

Required: Bachelor's degree in a related field and at least 2 years of employee benefits experience, or an associate's degree in a related field or post-secondary business school certification and at least 4 years of benefits experience; experience using Microsoft Office software; excellent interpersonal and communications skills (oral and written); ability to effectively present information and respond to questions from groups of managers, employees and the general public.

Preferred: CEBS (Certified Employee Benefits Specialist) certification or completed coursework.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO
REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**