

Job Description

Job Title: Coordinator, Wellness & Retiree Benefits **Supervisor:** Supervisor of Benefits & Compensation
Position Code: **Pay Grade:** 42
Job Classification: Exempt **Contract Length:** 245 Days

Job Summary

Position coordinates the staff wellness program and is responsible for the administration of retiree benefits. Position counsel's employees and retirees on various aspects of benefits including the Newport News Employees Retirement Fund (NNERF), Virginia Retirement System and health benefits. Position is required to stay abreast of changing trends and regulations related to employer sponsored staff wellness programs and employee/retiree benefits.

Essential Duties

1. Coordinates a comprehensive integrated staff wellness program.
2. Manages a division wide wellness grant program to include review, approval/denial, and budget transfers.
3. Coordinates wellness leads to include multiple annual training and instructional meetings to inform leads of expectations and responsibilities.
4. Coordinates annual Wellness Expo. Including arranging vendor participation, prize donations, and staff to facilitate the event.
5. Coordinates on site biometric screening clinics. This includes working with school administrators to acquire locations, developing and issuing communications and marketing materials for the events.
6. Responsible for the administration of the retiree benefits program including health insurance, dental insurance plan, vision plan, retirement plan, life insurance plan. Responsible for retiree communications.
7. Coordinates annual retiree benefits open enrollment.
8. Generates and distributes open enrollment materials to retirees.
9. Maintains retiree benefits spreadsheets and insures updates are received by and roll and appropriate insurance TPAs.
10. Assists retirees with the transition from active health plans to a Medicare supplement.
11. Counsels employees on all aspects of the school division's retirement plans, both NNERF and Virginia Retirement System, including providing monthly retirement estimates, explaining plan options, and assisting in the application process for retirement benefits.
12. Counsels employees on disability retirement benefits when required.
13. Provides benefits information to NNPS retirees on a regular basis. Advises retirees on plan changes and available options.
14. Implements approved new plans and changes by overseeing and preparing announcement material, booklets, newsletters, and other media for communicating new plans to employees. Conducts employee meetings and arranges for enrollment of employees in optional programs.
15. Assists with the coordination of and conducts employee pre-retirement seminars.
16. Revises and reissues all communication material on benefits on an as needed basis.
17. Ensures that benefits inquiries and complaints are handled in a quick, equitable, courteous manner.
18. Responsible for the maintenance of records related to employee benefits and the HRIS database as it relates to employee benefits information.
19. Assists with new teacher orientation.
20. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Other Duties

1. Performs any other related duties as assigned by the Supervisor of Benefits & Compensation or other appropriate administrators.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The ability to interacting professionally with employees is critical. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess a Bachelor’s degree in business or a Human Resources related field with a minimum of three years’ experience in benefits administration; or any equivalent combination of education and experience that would provide the noted knowledge, skills and abilities. Must possess a comprehensive knowledge of employee benefits administration to include flexible benefits and retirement programs. Knowledge of Virginia Retirement System plans preferred. Must possess the ability to interpret regulations; collect, analyze, and evaluate data; develop recommendations and policy revisions. Must possess the ability to present information to large audiences and the School Board. Must possess a comprehensive knowledge of COBRA, HIPAA, FMLA and related regulations. Must possess excellent analytical, organizational and communication skills. Must possess the ability to establish and maintain effective working relationships with division staff at all levels of the organization and insurance company representatives. Must be proficient in Microsoft Word, Excel and Access. MUNIS experience not required but preferred.

Working Conditions & Physical Requirements

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height; to bend, stoop and to reach overhead.

Work Environment

The work environment characteristics 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. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

Supervision Exercised: None

Supervision Received: Supervisor of Benefits & Compensation

This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator of Wellness and Retiree Benefits will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Benefits & Compensation or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____