

# EMPLOYMENT OPPORTUNITY

City of Wisconsin Rapids

## Benefits Coordinator

The successful candidate will assist with planning, designing, developing, analyzing, administering, and evaluating employee benefit programs.

Requires an Associate Degree in Human Resources Administration/Management or related field, three years' administrative support experience in a human resources setting, or any combination of education and experience that provides equivalent knowledge, skills, and abilities.

Requires knowledge of federal and state laws regarding the development and administration of employee benefit programs. Technology literacy and experience working with human resources information systems and databases required. Bachelor's Degree and PHR or CEBS certification preferred.

Salary range is \$41,608 - \$47,075, with an excellent fringe benefit package.

A complete job description and application are available at [jobs.wirapids.org](http://jobs.wirapids.org). Please submit cover letter, resume, and application by December 27, 2017, to:

City of Wisconsin Rapids  
Human Resources Department  
444 West Grand Avenue  
Wisconsin Rapids, WI 54495  
or  
[Recruitment@wirapids.org](mailto:Recruitment@wirapids.org)  
Equal Opportunity Employer

# The City of Wisconsin Rapids Position Description

<b>Name:</b>		<b>Department:</b>	Human Resources	
<b>Position Title:</b>	Benefits Coordinator	<b>Pay Grade:</b>	5	<b>FLSA:</b> Non-exempt
<b>Date:</b>	February 2002 November 2015 November 2017	<b>Reports To:</b>	Human Resources Director	

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## Purpose of Position

The purpose of this position is to assist the Human Resources Director with planning, designing, developing, analyzing, and evaluating employee benefit programs. Coordinates group health, dental, life, and workers compensation insurance administration. Assists in administering pay plans, the Deferred Compensation program, Wellness program, and other Human Resources-related programs and projects. The work is performed under the general supervision of the Human Resources Director.

## Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Researches, analyzes, administers, and evaluates employee benefit programs and makes recommendations concerning the design, modification, elimination, or development of employee benefits. Consults with City's health insurance broker, TPA, and plan administrators.

Monitors, reviews, and assists in updating existing employee benefit programs, policies, plan documents, and plan member notifications to ensure compliance with various federal, state, and local laws, regulations, and legal decisions, including tracking of the Affordable Care Act.

Coordinates employee enrollment. Develops and provides benefits communication. Processes employee changes. Maintains employee records. Develops related reports.

Develops and administers the processes to initiate and monitor insurance billings, payments, enrollment, membership, audits, COBRA, and retiree insurance in conjunction with the payroll, accounting, and human resources systems. This includes verifying and processing bills.

Administers COBRA program.

Processes, tracks, and audits FMLA requests.

Administers Flexible Spending program.

Coordinates Deferred Compensation program meetings and enrollments.

Assists in administering the Health & Wellness program, including administering annual Health Risk Assessment (HRA) program, Flu Clinic, Smoking Cessation, and other wellness-related programs.

Interprets benefit plans, labor agreements, and policies and assists employees as needed. May consult with medical/dental care providers as needed.

Computes pay rates and assists in administering pay plans for all City employees. Verifies proper pay and payroll deductions with accounting and payroll processing personnel.

Maintains current pay and benefit information. Completes salary/benefit surveys and fulfills related requests for information.

Processes Tuition Reimbursement applications and ensures adherence to policies and departmental budgets.

Develops and maintains vaccination records for employees covered under the City's infection control policy.

Develops and presents new employee orientations.

### **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Assists the Director with research and special projects regarding Human Resources matters.

Provides administrative assistance to the Director and Human Resources Committee. Schedules appointments, meetings, and events as needed.

Answers, screens, and routes telephone calls and visitors. Provides information to callers/visitors or refers to appropriate person or agency.

Types correspondence, reports, meeting minutes, job postings, vacancy advertisements, agendas, and other materials from written and oral instructions as needed.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Associate Degree in Human Resources Administration/Management, Business, Public Administration, or related field; three years' administrative support experience in a human resources setting, or any combination of education and experience that provides equivalent knowledge, skills, and abilities. Requires knowledge of principles and practices of employment benefit programs and their content, design, administration, and industry practices. Knowledge of federal and state laws, administrative regulations, and procedures regarding the development and administration of employee benefit programs and recent legal developments affecting benefit programs. Technology literacy and experience working with human resources information systems and database, with proficiency using Word, Outlook, PowerPoint, and Excel, are required. Bachelors Degree, as well as PHR or CEBS certification, is preferred.

## **Physical and Mental Abilities Required to Perform Essential Job Function**

### **Language Ability and Interpersonal Communication**

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, and record and transcribe data and information. Ability to classify, compute, and tabulate data.

Ability to advise and provide interpretation to others regarding how to apply policies, procedures, and standards to specific situations.

Ability to utilize a variety of advisory data and information, such as billing statements, ledgers, explanations of benefits, payroll reports, union contracts, pay plans, personnel policies, computer software operating manuals, ordinances, statutes, procedures, guidelines, and non-routine correspondence.

Ability to communicate orally and in writing with City employees and retirees, City officials, insurance plan administrators, medical/dental care providers, attorneys, and the general public.

### **Mathematical Ability**

Ability to add and subtract; multiply and divide; and calculate percentages, fractions, and decimals.

### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.

Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria.

### **Physical Requirements**

Ability to operate a variety of office equipment, such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer, and photocopier.

Ability to coordinate eyes, hands, feet, and limbs in performing movements requiring skill and training, such as data entry and typing.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing, and pulling.

Ability to recognize and identify individual characteristics of shapes and sounds associated with job-related objects, materials, and tasks.

### **Environmental Adaptability**

Tasks are regularly performed without exposure to adverse environmental conditions.

The City of Wisconsin Rapids 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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Employee's Signature

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Supervisor's Signature