

JOB INFORMATION

Effective Date	11/2/2023
Job Code:	3361
Job Title:	Sr. Benefits Coordinator
Salary Grade/Structure:	040 - Admin-Professional
Career Level Name:	P2 - Intermediate Professional
FLSA Name:	Exempt
EEO Code:	30-Professional Non-Faculty
Job Function:	Human Resources
Job Family:	Benefits
Job Summary	The Senior Benefits Coordinator is responsible for the administration of group benefit programs such as basic and major medical coverage, dental insurance, group life insurance, disability insurance, standard retirement plans, optional tax deferred annuity plans, and workers' compensation claims. Responsible for interpretation and administration of policies and laws related to insurance, use of leave, retirement eligibility, etc. Maintains oversight for all benefits related functions for university.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Degree in Human Resources, Business, or a related field.	Required	
Master's Degree	Degree in Human Resources, Business, or a related field.	Preferred	

Work Experience

Experience	Experience Details	Required/Preferred	
Some	Minimum four years of benefits and/or Human Resources experience.	Required	
Less than 3 yrs	Experience in higher education.	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
	Notary Public		Preferred	

Licenses and Certifications

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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Professional and effective oral and written communication skills in English. 	Skilled
<ul style="list-style-type: none"> Demonstrated ability to effectively interact at all levels and exercise good judgment in dealing with confidential information and materials. 	Skilled
<ul style="list-style-type: none"> Must be an enthusiastic self-starter with energy and drive, and contribute as a positive working member in a team environment. 	Skilled
<ul style="list-style-type: none"> Experienced in prioritizing tasks and meeting deadlines with the flexibility to respond to changing needs. 	Skilled
<ul style="list-style-type: none"> Excellent interpersonal skills that promote positive and collaborative interactions with the campus community. 	Skilled
<ul style="list-style-type: none"> Must exhibit a strong service-oriented approach. 	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Consults with and advises faculty and staff regarding all benefit related options; prepares and processes insurance enrollment forms for new employees; audits and processes insurance and flexible benefit enrollment/change forms, assists employees with claims processing and coverage verification as needed; verifies previous state service for benefits-eligible staff; conducts new employee benefit orientation; and coordinates summer insurance enrollment procedures and meetings, and retirement seminars. Conducts all new faculty on-boarding. 	30%
<ul style="list-style-type: none"> Data enters employee benefits into two automated systems, ERS and the university system human resources/payroll database (PS-HRMS), and reconciles insurance, salary, and/or premium discrepancies between systems. Enters all adjustments to deducts on the pay lines and checks to make sure screens in PeopleSoft are activated and deactivated upon on-boarding and off-boarding. Serves as point of contact for UH System TRS reporting to ensure accuracy. 	30%
<ul style="list-style-type: none"> Serves as university liaison to insurance and retirement carriers and agents regarding employee elections and changes; researches salary, service, and retirement history for compliance with related regulations; coordinates leaves of absence without pay in ERS and administers the insurance self pay provision; processes death claims; handles termination of benefits; and processes service retirements. Maintains oversight for all benefit related functions for university. 	25%
<ul style="list-style-type: none"> Assists employees with workers' compensation claims and files required reports with appropriate university offices and the State Office of Risk Management. 	5%
<ul style="list-style-type: none"> Prepares benefits communication materials, summary booklets, retirement handbooks and other articles for publication. Maintains Benefits section of HR website and serves on system wide benefits committee. Organizes and markets work/life events and campus community resources. 	5%
<ul style="list-style-type: none"> Other duties as assigned. 	5%

PRE-EMPLOYMENT

MVR:	Yes
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Travel Requirements

Estimated Amount	Brief Description
0%	