

Job Class Specification

Title:	Benefits Administrator
Job Code:	416800/416850
Bargaining Unit(s)/Grade:	AFSCME Grade 29/Non-Represented Grade 6
FLSA Status:	Non-Exempt
Safety Sensitive:	No
Competency Model:	Individual Contributor
Career Family:	Human Resources

Summary

Administers employee benefit plans for active/terminated/retired employees of Metropolitan Council in accordance with policies, contracts, bargaining unit agreements, and federal/state regulations and laws. Facilitates qualified status changes, union changes for employees, conducts new hire benefit orientation for all new benefit-eligible employees. Provides guidance to active and inactive employees regarding medical, dental, flexible spending, life insurance, LTD, retirement, and deferred compensation programs, retiree benefits, and COBRA continuation. Participates in the disqualification process and facilitates long term disability benefits, MSRS disability and coordinates benefits for leaves of absence.

Essential Responsibilities*

In addition to regular attendance, the following responsibilities are typical of the duties performed by incumbents in this job class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

- Interprets carrier contracts and provides guidance to employees on program specifics. Explains provisions of the insurance benefit programs for employees and retirees, including assisting employees in completing necessary forms to enroll or make changes in benefit programs, answering questions about changes in contracts and coverage, and determining if requests meet legal requirements.
- Enrolls employees on PeopleSoft and with vendors. Ensures PeopleSoft system accurately reflects benefits elections.
- Assists employees with questions relating to deferred compensation and pension programs.
- Coordinates open enrollment activities for active employees. Reviews and collects required enrollment forms. Ensures enrollment of all eligible employees/retirees in group insurance benefits by reviewing applications, entering in HRIS system, and enrolling employees with insurance carriers.
- Conducts benefits segment of new employee orientation. Coordinates various on-site vendors for employee meetings.
- Acts as liaison between employees, retirees, and insurance carriers to insure proper claim service and correct payment; resolve complex discrepancies; and to provide information about filing appeals if necessary.
- Initiates the retiree medical authorization to provide benefits upon retirement. Audits current retiree records for administrative accuracy.
- Monitors and administers COBRA benefits for terminated employees
- Audits various billings for accuracy, researches and reconciles errors, and collects premiums where no payroll deduction has occurred.
- Administers and coordinates disability and life insurance benefits by calculating the amount of benefit to be paid, justifying that calculation to the insurance carrier, gathering all required documentation, and coordinates life insurance pay-outs to beneficiaries.
- Coordinates long-term disability benefit application and billing process for disabled employees.
- Coordinates the disability determination with MSRS. Represents Benefits at medical disqualification meetings. Plans and coordinates pre-retirement meetings.
- Provides Medicare with monthly files for Part D compliance.

- Facilitates qualified status changes for employee. Ensures that work status changes affecting employee insurance coverage are correctly processed. Terminates coverage for employees, retirees, and/or dependents as requested or required, notifies carriers, and maintains documentation of changes.
- Monitors leaves of absence for accurate benefits billing.
- Other duties assigned or apparent.

Qualifications

Education	Two years post secondary education
Experience	Two years professional benefits administration experience in a midsize organization (500+ employees). A combination of education and experience totaling four years experience may be considered.
License Requirements	

Knowledge, Skills and Abilities Required:

Technical	Demonstrated knowledge of benefits administration processes and legislative requirements. Demonstrates understanding and applies knowledge of Council benefit plans, Council policies and procedures, labor agreements, federal/state laws, regulations and statutes.
Computer	Basic proficiency with Microsoft Word. Intermediate Excel skills.
Language	Level 3. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or clients
Math	Level 3. Ability to calculate figures and amounts such as discounts, interest and percentages. Ability to apply concepts of basic algebra and geometry
Human Relations	Level 1. Requires the skill to provide basic client services to the public and other agencies within the organization. Requires tact, courtesy and cooperation in dealings with others where the primary purpose is the exchange of information. Promotes an equitable, positive and respectful work environment that values cultural and diversity among all employees

Work Environment

Work is performed in a standard office setting. Some positions may require travel between primary work site to other sites.

Physical Requirements

Regularly required to sit for long periods, stand/walk occasionally, speak, hear normal conversation and telephone ring tones, operate a computer and other office equipment, reach with hands/arms frequently below chest height and occasionally overhead, must occasionally lift/carry/push/pull up to 10 pounds, must have adequate close vision for reading and computer work

* The job responsibilities listed are typical of the positions included in the job classification; however, not all duties are necessarily performed by each specific position.

Revision History: classification created 4-06