AUBURN
Human Resources

Benefits Data Coordinator

Job Description

JOB INFORMATION

Job Code	EB70
Job Description Title	Benefits Data Coordinator
Pay Grade	HR06
Range Minimum	$42,300
33rd %	$49,340
Range Midpoint	$52,870
67th %	$56,390
Range Maximum	$63,440
Exemption Status	Non-Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	1/1/1900 12:00:00 AM
Legacy Date Last Edited	5/26/2022

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Benefits

JOB SUMMARY

Responsible for the coordination of processes related to benefits data, including but not limited to file feeds, error report processing, vendor and employee coordination and communications, research, problem solving, updating of Banner deduction/earn codes and data audits. This position will serve as the benefit coordinator for the online benefit enrollment system, and other duties as assigned.

RESPONSIBILITIES

- Responsible for the mandatory monthly submissions of the RSA Teacher's Retirement (TR) and Employee's Retirement (ER) enrollment and contribution file feeds. Processes monthly contribution and enrollment files for both TR and ER, to include data account transfers, balancing, and reconciliation of various ledger accounts, requiring research and problem-solving. Communicates with RSA to resolve issues.
- Supports the administration of the online benefit enrollment system to include researching and identifying enrollment errors and performing audits to ensure enterprise systems remain in-sync.
- Responds to requests from internal and external customers regarding estimates and calculations of retirement benefits and dates for employees; verification of employment dates; salary earned and/or explanation of salary earned; verification of existing sick leave balances; as well as certification for overtime earnings.
- Collaborates with Human Resources Information unit and other HR functional areas in regards to systems and employee data.
- Monitors eligibility for specific benefits programs as defined by regulation or legislation. Coordinates with Affordable Care Act (ACA) compliance vendor and RSA to identify and notify employees of eligibility and to coordinate enrollment and other notification processes.
- Actively participates in the development and review of communications to employees regarding various aspects of employee benefits.
- Updates Banner deduction and earn codes, benefits premiums and other Banner fields related to benefits processing.
- Supports and assists in various health and wellfare benefits programs. Stays abreast of benefits legislation and trends impacting need for benefits related data or data changes.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor.

Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	May be responsible for training, assisting or assigning tasks to others. May provide input to performance reviews of other employees.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Some college; vocational or Associate's Degree	H.S. diploma or equivalent is required. Four-year degree is desired.	and	4 years of	Experience in benefits administration. Experience with enterprise systems, such as Banner or Oracle, is desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Basic proficiency using Excel.	
Demonstrated knowledge of employee benefits programs, data analysis, budgeting.	
Applied knowledge of systems to include software and technical.	
Strong communication and writing skills.	
Strong customer service and analytical skills.	
Ability to perform mathematical calculations in computing rates, premiums, and adjustments.	
Demonstrated ability to work in a complex environment, requiring strong attention to detail.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching					X	
Talking				X		
Hearing				X		
Repetitive Motions		X				

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Eye/Hand/Foot Coordination		X				

WORKING ENVIRONMENT

Working Condition	Never	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			

Vision Requirements:

Ability to see information in print and/or electronically.