

BENEFITS AND COMPENSATION COORDINATOR

GENERAL STATEMENT:

Coordinates all employee benefit plans administered by Trinity Valley Community College or third party administrators including ERS, TRS, ORP, 457, 403b and worker's compensation and unemployment benefits. Performs compensation analysis including salary survey data collection and analysis; issues employment offer letters and contracts, salary statements, and other compensation related documents. Provide data for employment, compensation, and benefit related reports.

REPORTS TO:

Director of Human Resources

OCCUPATIONAL GROUP:

Paraprofessional

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's Degree in Human Resource Development, Human Resource Management or Management; or an Associate's Degree plus five years' experience in employee benefits administration for a state entity, agency, independent school district, or public institution of higher education, required.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

- Five years' experience in hiring procedures, state-provided benefit plan administration, retirement plan administration, and state and federal employment law required.

OTHER:

- Basic knowledge of employee payroll systems and compensation packages.
- Proficient in Microsoft Windows and Office products, primarily Outlook, Word and Excel.
- Ability to effectively use college information technology resources and systems such as iSeries and Image Now.
- Ability to perform simple budgetary/accounting tasks for the purpose of generating budget adjustments.
- Strong interpersonal skills; ability to establish and maintain effective working relationships with faculty, staff, administration, students, board members, and external communities.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain confidentiality and empathy.
- Ability to work independently as well as collaboratively while applying sound judgment and analytical skills.
- Ability to manage multiple concurrent assignments and change priorities quickly with minimal disruption.
- Ability to maintain a calm demeanor in difficult situations.

DUTIES AND RESPONSIBILITIES:

- Coordinate health insurance benefit programs including the state group benefit plan managed by Employees Retirement System of Texas (ERS).
- Coordinate retirement plans including Teacher Retirement System of Texas (TRS), Optional Retirement Program (ORP), 457 and 403b through third party administrators and vendors as needed.
- Coordinate worker's compensation program and facilitate filing of appropriate claims.
- Respond to unemployment claims and pay related quarterly invoices.
- Review changes to state and federal laws pertaining to benefits and report necessary or suggested changes to the Director of Human Resources.
- Provide benefits related reports to administration upon request.
- Communicate benefit plan updates and changes to employees.
- Provide benefits counseling and assistance to employees.

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- Coordinate Benefit Fair with vendors in conjunction with ERS Annual Open Enrollment period.
- Assist in ensuring accurate records are maintained for employee benefit plans and worker's compensation.
- Maintain current records and communicate with vendors to ensure proper billing.
- Coordinate benefits-related payroll deductions and insurance billing verification with Payroll.
- Evaluate new benefit programs.
- Perform general compensation analysis.
- Respond to and conduct salary surveys; compile data and analyze responses.
- Recommend survey-based salary ranges to Director of Human Resources for salary study purposes.
- Issue employment offer letters in a timely and accurate manner.
- Issue employment contracts and salary statements in a timely and accurate manner.
- Provide back-up to the human resources staff as needed.
- Comply with college policies as outlined in the Board Policy Manual and as otherwise communicated.
- Other duties as assigned by Director of Human Resources or other authorized personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May require minimal travel.
- May require occasional evening or weekend hours.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 5/1/13

Revised: 12/7//2015

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