



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Benefits and Wellness Coordinator</u>	<b>NEW:</b> _____	<b>REVISED:</b> <u>X</u>
	<small>(Please check one)</small>	
<b>REPORTS TO:</b> <u>Director of Human Resources/Risk Management</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>03/2017</u>
<b>DEPARTMENT:</b> <u>Human Resources</u>	<b>JOB CODE:</b> <u>500</u>	

**SUMMARY:**

With general supervision, responsible for benefits administration, new employee on-boarding, employee award program coordination, and developing and providing wellness programming to County employees.

**ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Processes enrollments and coverage changes to benefits, pension, and deferred compensation plans. Answers questions, provides forms, and updates employee information pertaining to benefits, pension, and deferred compensation plans. Assists plan participants with claim concerns.

Maintains spreadsheets, documents, and other files related to employee benefit plans, pension plans, and deferred compensation plans.

Oversees education about and maintains resources related to the County’s Leaves of Absence policy to provide support for County Officials and department Directors.

In cooperation with the Recruitment and Hiring Coordinator, assists with new employee orientations, new-hire meetings and other events. With assistance from the Recruitment and Hiring Coordinator, coordinates and conducts the annual benefits meetings with third-party administrators and employees. Communicates all benefit changes to employees as needed; coordinates and conducts training and education related to benefits, and retirement plans.

Coordinates employee retirement receptions.

Will create and administer the County's wellness programming. Coordinates with benefits providers to optimize the County's use of its resources, including maximizing provider rebates, discounts, and services.

Oversees compliance with the County's Drug Free Work Place policy and ensures compliance with relevant policies, state and federal laws, and regulations. Provides health, wellness, and safety training and education to employees. Creates marketing initiatives for employee education and awareness.

Is the Human Resources representative on the Wellness Committee and provides support for the County's Health Trust Committee.

Coordinates the County's bi-annual AED training and manages the County's AED devices.

Maintains strict confidentiality of operations and records.

Assists with other projects as assigned. Responds to records requests. Prepares meeting minutes, performs data entry, files, copies, collates as needed or assigned.

Provides technical assistance to staff as needed. Performs related duties as needed or assigned. Cross-trains on essential duties of other departmental staff to provide assistance as needed.

**KNOWLEDGE AND SKILL:**

1. Considerable knowledge of employee benefits, health and wellness, and safety.
2. Considerable knowledge of Boone County policies and procedures.
3. Ability to learn and interpret laws, ordinances and regulations, especially those governing employee benefits.
4. Skill in the use of personal computers, especially with spreadsheet software.
5. Skill in analysis, problem solving, and mathematics.
6. Skill in developing and maintaining cooperative working relationships with other County Departments.
7. Ability to effectively communicate information and respond to questions.
8. Ability to deal with frequent changes, delays, or unexpected events.
9. Ability to manage challenging or emotional customer situations and respond promptly to customer needs.
10. Demonstrated attention to detail.
11. Ability to identify and resolve problems in a timely manner; develop alternative solutions; work well in group problem solving situations; use reason even when dealing with emotional topics.
12. Knowledge of record-keeping systems.
13. Knowledge of proper standards and techniques for maintaining personnel records and ability to establish and maintain an effective personnel record keeping system.

**PHYSICAL DEMANDS:**

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen and to correspond via email; must possess hearing and speech to communicate in person and over the telephone. Ability to operate a motor vehicle. Cognitive ability to understand and convey complex information.

Position requires CONTINUOUS sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs and dials; lifting objects weighing up to 25 lbs. from below waist to above shoulders and transporting distances up to 50 yards. OCCASIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 20-35 lbs. from below waist to above shoulders and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire is required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, filing cabinets and fax machines. This position is routinely in contact with the public, other Boone County employees, elected officials and members of other entities.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in related discipline (e.g. human resources, business management, marketing, wellness education, biology, communications, public administration) or equivalent experience. Must have excellent communication, process improvement, and customer service skills as well as a strong ability to work independently and meet deadlines. Must possess a valid Operator's license.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*