



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Benefits and Wellness Coordinator</u>	NEW: <input checked="" type="checkbox"/>	REVISED: _____
	<small>(Please check one)</small>	
REPORTS TO: <u>Director of Human Resources/Risk Management</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>04/14</u>
DEPARTMENT: <u>Human Resources</u>	JOB CODE: _____	

DEFINITIONS:

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 awards and recognitions including employee of the quarter and employee retirements.

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 the Employee Recognition 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 as directed.

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: Considerable knowledge of employee benefits, health and wellness, and safety. Considerable knowledge of Boone County policies and procedures. Ability to learn and interpret laws, ordinances and regulations, especially those governing employee benefits. Skill in the use of personal computers, especially with spreadsheet software. Skill in analysis, problem solving, and mathematics. Skill in developing and maintaining cooperative working relationships with other County Departments. Ability to effectively communicate information and respond to questions. Ability to deal with frequent changes, delays, or unexpected events. Ability to manage challenging or emotional customer situations and respond promptly to customer needs. Demonstrated attention to detail. 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. Knowledge of record-keeping systems. Knowledge of proper standards and techniques for maintaining personnel records and ability to establish and maintain an effective personnel record keeping system.

MINIMUM QUALIFICATIONS:

Bachelor's degree in related discipline (e.g. business management, marketing, wellness education, biology, communications, public administration) or equivalent experience.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)