



COORDINATOR, BENEFITS

GENERAL RESPONSIBILITIES

Under the leadership of the Director of Benefits, the position is responsible for assisting with planning, organizing, and directing the operation of the Consolidated Benefits Office (CBO) and programs for Virginia Beach City Public Schools (VBCPS) and the City of Virginia Beach (City). Benefit programs include but are not limited to, health, dental, vision, flexible benefits, health savings account, voluntary benefits, legal plan, long term care, long term disability, employee assistance and work-life services program, Virginia Retirement System, 403(b) plan, 457 plan, basic/optional group life and wellness/disease management programs.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serve as a lead staff member in the Consolidated Benefits Office; act in the absence of the Director of Benefits, as needed.
- Assist in the development and coordination of the CBO budget, funding from the City, and health fund.
- Assist the Director of Benefits with research, development, implementation, and maintenance of competitive benefit plans and strategies for plan offerings.
- Analyze data and recommend benefit plan changes to impact employee behavior; oversee the administration of wellness/disease management programs.
- Work collaboratively with the Director of Benefits to ensure compliance with local, state, and federal laws and regulations, VBCPS and City policies and regulations, and documents governing employee benefit plans.
- Manage compliance matters as related to administration of employee benefits, including but not limited to HIPAA, GASB, COBRA, ACA Employer Mandate, Medicare data reporting, nondiscrimination testing, procurements, policy revisions, audits, surveys, subpoenas, and leave of absences.
- Collaborate with VBCPS and City executive leadership to ensure benefit plan offerings and practices are in alignment with each organization's strategic plan.
- Develop, implement, and oversee communication plans; determine appropriate media dissemination to ensure effective communication with employees, retirees, and executive leadership.
- Develop and facilitate presentations to employees, executive leadership, coalitions, associations, and other industry venues, as requested.
- Serve on several internal and external committees, panels, and boards for improved health care delivery in support of VBCPS and City strategies.
- Oversee year-end reporting; coordinate and prepare the Consolidated Benefits Office Annual Report.
- Oversee and direct day-to-day operations, projects, and special events for the Consolidated Benefits Office.
- Develop and update operational policies and procedures.
- Collaborate with cross-functional teams, departments, and offices to review, revise and streamline processes as it relates to benefits.
- Develop Scope of Services for Requests for Proposal (RFP) and/or draft competitive bids for services; participate on selection committees.
- Supervise, evaluate, and coordinate the performance of assigned staff; interview and recommend candidates when an assigned staff vacancy occurs.
- Provide and evaluate professional development and training to staff.
- Perform other duties as required.



KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge and understanding of benefit plan administration, policies, practices, and legal requirements governing employee benefit plans and health and welfare plans; in-depth working knowledge of HRIS systems; knowledge and understanding of trends and innovations in the area of benefit administration. Must have the ability to establish and maintain working relationships with employees, city executive leadership, and vendors; supervise and manage a team; multitask competing priorities and projects; and monitor and evaluate programs. Highly effective oral and written communication, analytical, strategic planning/development, and critical problem resolution skills, required.

EDUCATION AND EXPERIENCE

Required:

- Bachelor's Degree.
- Five (5) years of experience in employee benefits administration.
- Three (3) years of supervisory experience.
- Experience working with Human Resource Information Systems (HRIS).
- Proficiency in Microsoft Word, Excel, Outlook, Access, and PowerPoint.

Preferred:

- Master's degree in health education/administration, public health, human resource management, or related field.
- Project management experience.
- CEBS certification in related field.
- A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional standing, stooping, and crouching. Ability to lift up to 20 pounds frequently. Requires timely and regular adherence to established work schedules.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

- Possession of a valid driver's license and vehicle for transportation.
- Regular and reliable attendance is an essential function of this position.

FLSA status: Exempt	Description: 7/20
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