



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:	Benefits Coordinator	REPORTS TO:	Human Resources Officer
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QUALIFICATIONS:	Familiarity with technology systems such as Microsoft Office, Excel and word along with use of Systems 3000. Strong Organizational Skills and ability to communicate effectively with staff.
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GENERAL DESCRIPTION:

The Benefits Coordinator will work with the staff of the district to provide offered benefit packages properly and timely. Coordinate the issuance of benefit packages to new hires that are eligible for benefits as well as the transition of benefits when staff leaves the district. The Coordinator will assist staff in fielding questions that staff may have regarding their benefits including the impact of benefits during a leave of absence from the district. The Coordinator will also monitor all workmen’s comp cases and advise the appropriate staff of changes in the case status. The Coordinator will oversee the billings for district benefits.

RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

Interaction with staff and vendors for the Management of the following:

- Medical, Prescription and Dental providers
- PayFlex – Cobra Administrator for Medical and Prescription; Delta Dental COBRA Administration
- Retiree Dental
- Workers Compensation coverage – First MCO – First Managed Care Option
- NJFLA – New Jersey Family Leave Act
- FMLA – Federal Family & Medical Leave Act
- NJFLI - New Jersey Family Leave Insurance
- Survey of Occupational Injuries & Illnesses
- Affordable Care Act- implementation and reporting requirements
- State of NJ Benefit Plans
- Notification to payroll department of benefit deductions

Perform such other tasks and assume such other responsibilities as assigned by the Human Resources Officer.

WORK YEAR: Twelve-month position

DATE APPROVED:	
BY:	Board of Education