

Job Title: Coordinator – Benefits and Employee Wellness



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Exempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 6

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this job is to assist the Districts Risk Management staff in the discharge of their responsibilities by providing research, analysis, evaluation, and oversight in the successful administration of the Districts Employee Benefit Plans and Employee Wellness Programs to promote the health and well-being of District employees and others covered by the health plan.

ESSENTIAL JOB FUNCTIONS

- Creates, analyzes, and interprets complex computer generated reports and computer systems to determine accuracy in employee benefits, claim payments, wellness bonuses, or incentives and eligibility reporting.
- Plans and carries out assigned projects, including but not limited to annual open enrollment, benefit plan implementation, eligibility audits, employee benefit manuals, employee wellness or wellness incentive program(s), and other projects as assigned associated with the employees benefit plans.
- Assists in planning, organizing, and coordinating training seminars for District level personnel including dissemination of wellness initiatives on a District-wide basis.
- Consults with MIS on technical matters related to the automated system for District payroll and human resources.
- Consults with MIS on the creation of complex programs to evaluate, analyze, and report Medicare eligible retirees and to perform routine audits of benefit eligibility. Coordinates and reviews data and creates reports to provide TPA's including but not limited to health clinic provider, wellness center, benefits consultant, medical carrier, monthly eligibility, or census files and/or reports.
- Serves as the District liaison/coordinator with external service providers including but not limited to health carriers, benefit consultants, enrollment company, employee health center (clinic) provider.
- Reviews data and reporting to determine efficacy and return on investment for wellness program(s) initiatives.

- Coordinates wellness activities with administration, site-based wellness coordinators, school nurses, medical/Rx carrier, benefit's consultants, and the District's medical center provider.
- Assists in planning, organizing, and coordinating training seminars for District level personnel including dissemination of wellness initiatives on a District-wide basis.
- Responds to inquiries or concerns in a timely and courteous manner and serves as the employee liaison with service providers, including the employee health clinic.
- Provides data to supervisor and make knowledgeable recommendations based on the data.
- Prepares routine reports in a timely and accurate manner.
- Serves as District liaison with various professional organizations related to employee benefits and employee wellness initiatives.
- Disseminates information and provide current research to appropriate personnel.
- Conducts ongoing need assessment for the District's wellness initiatives.
- Provides leadership and direction for assigned areas of responsibility.
- Facilitates problem solving by individuals and groups.
- Works with P.E. Department/Center for Wellness to develop wellness activities throughout the District and help plan and develop inservice at the department and school levels.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Bachelor's Degree from an accredited institution, Master's Degree preferred.
- Seven (7) to ten (10) years of related experience.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to oversee the work of a team engaged in providing specific services, completing specific projects, or assisting other units.
- Requires the ability to perform work that encompasses advanced technical, scientific, legal, or mathematical concepts.
- Requires the ability to make decisions that impact how the unit provides services and support to internal and external customers.
- Requires the ability to determine benefit eligibility, and make recommendations that impact the budget.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.
- Requires the ability to use or repair small/light equipment, such as power tools.
- Requires the ability to create plans for and guide implementation of new technology systems.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, mental acuity, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires sensitivity to change and responsive to changing goals, priorities, and needs.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: