



## Job Description

<b>Job Title:</b>	Insurance & Benefit Specialist	<b>Job Code:</b>	3656
<b>Department:</b>	Human Resources	<b>Grade:</b>	L
<b>Date:</b>	February 2001	<b>FLSA:</b>	Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

### **General Function:**

Performs a variety of professional and administrative tasks relating to coordinating the college's fringe benefit and insurance programs.

### **Characteristic Duties and Responsibilities:**

1. Coordinates and implements the college's fringe benefit programs.
2. Answers questions, concerns and complaints regarding benefits and insurance from staff; provides information regarding policies and procedures.
3. Serves as a liaison with the State Retirement system and outside health insurance companies.
4. Calculates input to payroll for disability income.
5. Maintains files for long and short term disability income.
6. Provides pre-retirement and retirement counseling to staff regarding medical and life insurance benefits.
7. Validates and balances monthly payroll deductions and benefits reports.
8. Counsels employees regarding various savings plans.

### **Reporting Relationships:**

**Direction Received:** Reports to Human Resources Director.

**Direction Given:** Responsible for monitoring and directing student and/or temporary workers.

### **Minimum Requirements:**

Requires broad knowledge of basic theories and principles, concepts and methodology of a general professional field, typically acquired through the attainment of a Bachelor's degree in Personnel Administration, Business Administration or Insurance and two years of personnel experience.



## Job Description

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<b>Date:</b>	February, 2001	<b>FLSA:</b>	Exempt

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### **Knowledge, Skills, Abilities and Worker Characteristics:**

Knowledge of insurance.

Knowledge of retirement benefits.

Knowledge of state and federal laws regarding retirement plans.

### **Working Conditions:**

Typical office environment.