JOB DESCRIPTION

Coachella Valley Water District Date

TITLE: Benefits Coordinator SECTION: Risk Management

DEPARTMENT: Administration

REPORTING RELATIONSHIP:

Reports to: Risk Manager

Supervises the following positions: Not applicable

DEFINITION: Under general supervision, perform routine and specialized tasks for the all employees, retirees and directors of mandatory and voluntary benefit programs to include health, dental, vision, life, long term disability, COBRA and 125 flexible spending program.

ESSENTIAL FUNCTIONS:

1. Administration of the Districts self -insured and insured health, CORBA,dental, vision, life and long term disability programs. This includes in providing, assisting and collecting benefit change form. Prepare and distribute pertinent notices to the third party administrator, carriers, information systems and finance departments.

2. Conduct monthly benefit orientation meeting for new employees.

3. Conduct and administer annual open enrollment as require by law.

4. Administer and conduct the annual wellness program.

5. Meet with brokers, consultants and carriers for insurance renewal proposals for health, life and long term disability.

6. Answer questions and resolve employee, retirees and directors problems with third party administrators, carriers and healthcare providers.

7. Assist in the preparation of presentations to the board, employees and bargaining units.

8. Provide COBRA information to qualified beneficiaries and finance department.

9. Reconcile all payment requests by benefit providers including medical, dental, vision, life, long-term disability, voluntary universal life.

10. Administration of the 125 flexible spending program including, medical claims reimbursement, dependent care and quarterly reporting report to the participants.
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MINIMUM QUALIFICATIONS:

License or Certificates: Valid California Operators license issued by the State Department of Motor Vehicles. Department of Motor Vehicles driving record may influence employment or classification.

Experience: Five years of benefit administration experience required.

Knowledge of:
- Administration of self insured medical plans.
- COBRA laws and regulations.
- District policy and procedures.
- Accounting principles and practices.
- Administration of 25 Flexible spending accounts.
- Administration of life and long term disability plans
- Administration of wellness plan

Abilities:
- Actively assists in the day to day activities of the Risk Management Department.
- Prioritize and meet deadlines.
- Communicate effectively both verbally and in writing.
- Exercises sound, independent judgement using general policy guidelines.
- Establish and maintain cooperative working relationship.
- Use professional customer service skills.
- Operate a computer workstation and accurately input data.
- Maintain accurate records and files.
- Prepare clear and concise reports and/or special projects.

Education: College level courses related to Insurance and Benefits administration are preferred.

AND

Within 36 months of position appointment, must complete five out of ten courses in Employee Benefits given by the International foundation of Employee Benefits. Failure to comply with educational requirement will influence employment or job classification.

PHYSICAL REQUIREMENTS:

1. Drive District vehicle to District and medical facilities. Driving: Low.

2. Sits for prolonged periods of time.

3. Operate computer work station and answer phones.

See Human Resources for physical assessment form.

I acknowledge that this job description is an accurate representation of this position as of this date.
JOB DESCRIPTION

Approval Department Head__________________________  Date _________

Approval General Manager__________________________  Date _________