

Job Code:.....100111
Position #: (NUNC)....(E)
Developed by:.....LK
Reviewed by:... SG, LK
Approved by:.....AMC
Date:.....01/09, 10/28/20

UNIVERSITY OF RHODE ISLAND
Position Description

TITLE: Coordinator, Employee Benefits
DIVISION: Administration and Finance (Human Resource Administration)
REPORTS TO: Director, Personnel Services
GRADE: 10
SUPERVISES: Support staff

BASIC FUNCTION:

Manage the day-to-day operation of the Rhode Island public higher education 403(b) Retiree Medical plan for all eligible employees and retirees at the University of Rhode Island, Rhode Island College, the Community College of Rhode Island, the Office of Postsecondary Commissioner; manage the 403(b) retirement plan at URI, as well as optional retirement savings plans; manage the University of Rhode Island's long-term disability program; assist in the implementation of all benefits programs for URI employees and provide support to other functional areas in the department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Manage the system-wide day-to-day operation of the 403(b) Retiree Medical plan; develop and maintain the billing system and provider/carrier reconciliation and COBRA systems for eligible employees and retirees, including the database support system for both health and life insurance; consult with information technologists regarding systems plan modifications consistent with both institutional and health care providers' regulations; maintain all program files and documents; develop regular and customized statistical reports regarding plan activities; communicate with and counsel employees and retirees on plan benefits, options and modifications, including Social Security and Medicare regulations.

Manage the 403(b) Retirement Annuity (RA) plan for University employees; counsel employees regarding plan options, regulations and benefits; process new enrollments, changes, withdrawal/loan requests and retirement actions in conjunction with institutional and plan requirements; as needed, on an annual basis, calculate and communicate all

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participants' maximum tax sheltering options and limitations in conformance with University and institutional policy and Internal Revenue Service laws and regulations; provide liaison to plan providers and systems administration.

Assist employees in the enrollment process, changes and terminations for eligible additional retirement savings plans, including the 403(b) Supplemental Retirement Annuity (SRA) plan and 457(b) Deferred Compensation plan; process transactions paperwork and maintain records and database regarding plans; process enrollments, changes and retirement paperwork for employees participating in the State of RI Employee Retirement System (ERS); assist employees dealing with the ERS office.

Manage the institution's long term disability plan for eligible employees; counsel employees and process long term disability applications; interpret plan provisions and troubleshoot claims issues with the carrier.

Meet individually with new employees enrolling in benefit plans as requested; interpret program options and process paperwork to the State Benefits Office.

Schedule and handle all logistics for the annual flu clinic for employees and students. Coordinate with the Director of Health Services regarding student flu clinic scheduling.

Participate in the coordination of open enrollment drives for University employees and retirees, including logistic support for providers/carriers' representatives.

Provide support to other functional areas in the department and to serve as a backup for other Human Resources department staff on an as needed basis.

Maintain a strong working relationship with key University offices, including the Controller and Payroll Offices, State Benefits and Office of Personnel Administration, State Controller, ERS, Office of Postsecondary Commissioner, Human Resources Offices at Rhode Island College, Community College of Rhode Island and all plan carriers/providers, employees, retirees and the public.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as assigned.

LICENSES, TOOLS AND EQUIPMENT:

Automated computer systems to include word processing, Power Point, spreadsheets, and database management; calculator, telephone, copying machines, fax machines. Microsoft Office.

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ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:

REQUIRED: Bachelor's degree; Minimum of three years of progressively responsible employee benefits experience; Demonstrated experience using Microsoft Office software; Demonstrated strong interpersonal and verbal communications skills; Demonstrated proficiency with written communication skills; Demonstrated ability to effectively present information and respond to questions from groups of managers, employees and the general public; and, Demonstrated ability to work with diverse groups/populations.

PREFERRED: CEBS (Certified Employee Benefits Specialist) certification or completed coursework.

**ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO
REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.**