



## Job Description

**Job Title:** Coordinator, Active Benefits & Retirement Services

**Position Code**

**Job Classification:** Exempt

**Supervisor:** Supervisor of Comp & Benefits

**Pay Grade:** 42

**Contract Length:** 245 Days

### Job Summary

Position coordinates the administration of employee benefits for administrative, instructional, and educational support staff. Coordinates pre-retirement education and retirement services programs. Position counsel's employees on various aspects of benefits including the Newport News Employees Retirement Fund (NNERF), Virginia Retirement System and health benefits. Position is required to stay abreast of changing trends and regulations related to employee benefits.

### Essential Duties

1. Coordinates the administration of the employee benefits program including health insurance, disability plan, dental insurance plan, vision plan, and other voluntary benefits.
2. Implements approved new plans and changes by overseeing and preparing announcement material, booklets, newsletters, and other media for communicating new plans to employees.
3. Researches new trends in benefit plan designs and analyzes appropriateness for implementation within current NNPS benefit offerings.
4. Coordinates annual benefits open enrollment for active employees.
5. Schedules information sessions, and open enrollment assistance labs.
6. Arranges for benefit plan representatives to be on site for employee questions during open enrollment.
7. Coordinates pre-retirement seminars and facilitates retirement services representative presentations. These include VRS, NNERF, NNPS Supplemental Retirement Plan, and Social Security & Medicare.
8. Revises and issues communication materials for active employee pre-retirement seminars.
9. Serves as the liaison with the NNPS Supplemental Retirement Administrator to include employee coordination of employee communications plan and scheduling location meetings as part of the ongoing education campaign to increase participation.
10. Counsels employees on all aspects of the school division's retirement plans, both NNERF and Virginia Retirement System, including providing monthly retirement estimates, explaining plan options, and assisting in the application process for retirement benefits.
11. Counsels employees on disability retirement benefits when required.
12. Provides benefits information to NNPS employees and retirees on a regular basis.
13. Assists with the coordination of the annual Wellness Expo.
14. Assists with evaluation and comparisons of existing benefits with those of other employers by analyzing other plans. Conducts periodic surveys of other employer benefit plans.
15. Develops and conducts employee benefit seminars.
16. Revises and reissues all communication material on benefits on an as needed basis.
17. Ensures that benefits inquiries and complaints are handled in a quick, equitable, courteous manner.
18. Responsible for the maintenance of records related to employee benefits and the HRIS database as it relates to employee benefits information. Assist with developing, maintaining and tracking Key Performance Indicators (KPI)
19. Assists with new teacher orientation.
20. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Supervisor of Benefits & Compensation or other appropriate administrators.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The ability to interacting professionally with employees is critical. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor’s degree in business or a Human Resources related field with a minimum of three years experience in benefits administration; or any equivalent combination of education and experience that would provide the noted knowledge, skills and abilities. Must possess a comprehensive knowledge of employee benefits administration to include flexible benefits and retirement programs. Knowledge of Virginia Retirement System plans preferred. Must possess the ability to interpret regulations; collect, analyze, and evaluate data; develop recommendations and policy revisions. Must possess the ability to present information to large audiences and the School Board. Must possess a comprehensive knowledge of COBRA, HIPAA, FMLA and related regulations. Must possess excellent analytical, organizational and communication skills. Must possess the ability to establish and maintain effective working relationships with division staff at all levels of the organization and insurance company representatives. Must be proficient in Microsoft Word, Excel and Access. MUNIS experience not required but preferred.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height; to bend, stoop and to reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Supervisor of Benefits & Compensation

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Coordinator of Active Benefits and Retirement Services will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Benefits & Compensation or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

**I acknowledge that I have received and read this job description.**

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date