



TEXAS SENATE

SENATE HUMAN RESOURCES

201 E. 14TH STREET, SUITE 625

AUSTIN, TX 78701

<http://www.senate.state.tx.us>

JOB NOTICE

Title: Benefits Coordinator

Type: Full-Time

FLSA: Exempt

Starting Salary: \$3,300/mo.

Salary Commensurate with Experience

Opening Date: April 3, 2013

Closing Date: Until Filled

General Description

Performs highly complex benefits management duties within the Senate Payroll Office. Work involves providing guidance and support on benefits matters to Senate members and staff. Maintains benefits records, files, and databases. Monitor daily, monthly and quarterly ERS reports. Reconcile and submit monthly ERS billing and resolve any discrepancies. Works under general direction of the Senate Payroll Officer. Due to the limited staff of the Payroll Office, duties will also include assisting with the overall processing of payrolls.

Principal Duties and Responsibilities

Coordinate the employee benefits program for Senators, employees and their dependents, involving group health, life, dental, accidental death and dismemberment and disability insurances, TexFlex reimbursement accounts, deferred compensation options and retirement.

Responsible for new employee processing which includes payroll, benefits, longevity, retirement, deferred compensation, verifications, and interpretation of policies and procedures in the related program areas; may require coordination with other state and government agencies.

Individually counsel employees on benefit elections, verify documentation, and process actions into ERS Online, i.e. new hires, post hire changes, qualifying life event changes, Medical Support Orders, leave of absence, maintenance data changes, etc.

Develop, organize, process, and conduct new employee orientations to large groups of new hires during legislative sessions and assist with forms completion.

Conduct exit interview regarding benefit and payroll issues, if requested by the employee.

Coordinate the annual enrollment process, changes, and audits.

Process disability and death benefit claims and monitor process to ensure claims are correctly submitted.

Prepare, submit and maintain all ERS reports.

Respond to benefits-related inquiries and prepare correspondence regarding insurance, TexFlex, and Texa\$aver, including letters of exception to resolve coverage problems.

Monitor deferred compensation deductions and resolve discrepancies.

Develop, review, and maintain current policies and procedures related to benefits programs.

Maintain logs, files, records, reports, databases, and spreadsheets relating to benefits.

Coordinate special projects as requested by Payroll Officer, such as CMS Data Match Report, and Social Security and Medicare Verification.

Assist the Payroll Officer in the review of Personnel Action Forms (PARs), deduction authorizations, and benefit premium adjustments, to ensure all information is correct and processed in a timely manner to produce the monthly payrolls.

Maintain the highest level of confidentiality in benefits and payroll matters.

Qualifications

Experience and Education

Three plus years' experience in ERS benefits administration work. Graduation from an accredited four-year college or university with major course work in human resources/payroll management or a related field. Experience may be substituted for education.

Knowledge, Skills, and Abilities

Knowledge of principles and practices of ERS benefits management.

Knowledge of general accounting principles and practices and state payroll processing.

Extensive skill in using the ERS Online benefits system.

Skill in interpersonal communication and public speaking.

Skill in employee counseling and written, oral, and interpersonal communication.

Skill in analyzing data and preparing reports.

Skill in using the Uniform Statewide Payroll/Personnel System (USPS).

Ability to interpret and communicate complex regulations, policies, and procedures.

Ability to work under pressure to meet deadlines.

Ability to work extended hours during a legislative session.

Ability to maintain regular attendance.

Ability to maintain confidentiality of material and information.

Ability to work accurately with numerical detail.

Ability to be self-motivated and exercise initiative and independent judgment.

Skill in prioritizing, scheduling, and managing multiple projects and deadlines.

Proficient with routine computer programs (Outlook, Word, PowerPoint, and Excel.)

Preferred Qualifications

Knowledge of processing monthly payrolls for hourly and salaried employees.

Ability to interpret and apply accounting theory to transactions; to work accurately with numerical detail.

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