



*The City Beautiful*

## **City of Coral Gables Job Description**

**Job Title:** Benefits Specialist  
**Department:** Human Resources  
**Classification:** 0406  
**Pay grade:** 18E  
**FLSA:** Non-Exempt

**Prepared Date:** 7/07  
**Approved By:** Marjorie H. Adler  
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### **Summary**

Performs administrative and clerical duties in the administration of employee benefits.

### **Essential Duties and Responsibilities**

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Processes and maintains records for employee medical, dental, cafeteria plan, A.D.&D. and life insurance policies. Verifies eligibility requirements and accuracy of forms for enrollment, status changes, beneficiary changes, death claims, retirement continuations or conversions, and cancellations.

Meets individually with new and terminating employees to explain benefits. Informs terminating and retiring employees of conversion and COBRA options and deadlines. Gives oral presentations. Assists employees with questions and problems.

Provides information for employees on legal insurance and deferred compensation plans. Reviews enrollment and status change forms for accuracy and forwards to carriers. Reviews requests for deferred compensation withdrawals and makes recommendations to approve or deny requests.

Plans and organizes open enrollments, information sessions, and benefit workshops. Prepares and distributes notices and information sheets. Handles logistics and scheduling for company representatives and employees. Processes required paperwork.

Handles family medical leave requests. Receives and reviews written requests to verify completion and eligibility. Monitors leave time and calculates return to work dates. Prepares and distributes notification/approval memos.

Communicates with other City departments, insurance carriers, medical providers, and employees to coordinate the administration of benefits, research problems, and collect payments and premiums.

Prepares activity reports, writes memos, and conducts research. Operates computer and other office equipment.

Facilitates New Hire Orientation.

Performs related duties as required.

## **Knowledge, Skills, and Abilities**

Knowledge of the policies and procedures for employee medical, dental, cafeteria, A.D.&D. and life insurance policies. Knowledge of legal insurance benefits and deferred compensation plans. Knowledge of the procedures administered by service providers. Knowledge of COBRA and FMLA laws. Knowledge of department policies and procedures. Knowledge of related insurance statutes and regulations. Knowledge of related Personnel Rules and Regulations and labor agreement articles. Ability to understand basic medical and legal terminology used in insurance policies. Ability to explain benefits to employees, verbally and in writing. Ability to communicate effectively with employees of all levels, insurance carriers and medical providers. Ability to maintain records and files. Ability to research and resolve problems. Ability to operate computer and department software programs. Skills in organization and oral/written communications.

## **Physical Requirements**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machines. Considerable amount of time spent working on computer. Work is performed indoors within a quiet to moderately noisy to environment. Must be able to lift, carry and or push articles weighing up to 20 lbs.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

## **Minimum Education and Experience**

High school graduate with two (2) years of college.

Two (2) years of administrative and clerical experience working with employee benefits, or in related field.

A comparable amount of training or experience may be substituted for the minimum qualifications.

Valid Florida driver's license.