

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: BENEFITS AND WELLNESS COORDINATOR

CLASSIFICATION: CONFIDENTIAL

SALARY TABLE/RANGE: 32/11

BASIC FUNCTION:

As directed by the assigned administrator, the position will act as the subject matter expert and performs functions for the administration of all employee benefits, leaves of absence and job related disability accommodations in the Human Resources Department. The position will have essential responsibilities in the area of benefits and wellness program coordination, as well as serve as the American with Disabilities Act (ADA) coordinator. Serve as the go between the District and employees, retirees, insurance carriers, and other members of the community. The position will be required to coordinate all employee benefit and wellness programs, related events and workshops, remain current on benefits related laws and legislative changes, and assist the district to develop and implement policies relating to benefits, process all requests and educate employees on various leaves of absence, responsible for all employee requests for job related disability accommodations and engage and oversee the interactive process.

Note: This position is designated as Confidential in accordance with the provisions of Government Code Section 3540.1. The term "Confidential" refers to an employee who is required to develop or present management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions as communicated in Government Code Section 3540.1.

REPRESENTATIVE DUTIES

Manage all aspects of the annual open enrolment cycle, plan and coordinate education sessions for all benefit programs; coordinate and present benefits information to all employees during new hire orientations, workshops and individual meetings.

Lead the annual benefit renewal cycle; collaborate with brokers, representatives of Self-Insured Schools of California, Santa Barbara City College management, employee representatives to review rates, analyze employee and district needs and recommend the selection of benefit plans and programs.

Coordinates the day to day administration of the District's employee benefits, health and wellness programs including benefit enrollments, changes and terminations.

Administers the employee disability accommodation process in accordance with the American with Disabilities Act (ADA) and the Fair Employment Housing Act (FEHA); conducts interactive processes to determine employee reasonable accommodations; recommends and works with employees' supervisors to implement approved accommodations.

Assists in developing and disseminating material communicating new benefit plans to employees.

Arrange and conduct relevant employee training and workshops, and coordinate educational opportunities related to understanding and participating in District health and wellness benefits and programs.

Oversee District leaves of absence processes; communicate with district employees, administration and operational staff on matters related to leave eligibility, approvals and employees return to work.

Coordinate administrative functions related to districts professional growth programs; provide guidelines, information and support to participants; and coordinate payments with the payroll department.

Manage and promote the Classified Employee of the Year and Administrator of the Year recognition programs.

Conducts new hire orientation regarding District benefits.

Determines benefits eligibility and effective dates; processes employee benefit election forms. Ensures that all benefit plan documents, summary plan descriptions, booklets and information brochures are accurate and current for dissemination.

Plan and coordinate employee health and wellness programs, flu shot clinics, and various workshops.

Maintains Human Resources web page pertaining to benefits and wellness, leaves of absence and professional development.

Create marketing and informational materials, including web content instructional videos to assist employees and the public.

Reviews and analyzes changes of state and federal laws pertaining to benefit and wellness programs, and reports necessary or suggested changes to management.

Remains current on related laws, regulations, and practices affecting all aspects of the position. Interprets language in collective bargaining agreements, district policy and legislation related to employee benefit and wellness administration, leaves of absence and disability accommodations.

Research participant records for internal and external information requests and inquiries, including verification of data for plan audits, open enrollment, etc.

Enter and retrieve information from insurance carrier and/or vendor websites.

Maintains contact with insurance companies, employees, and beneficiaries to facilitate proper and complete utilization of benefits programs for all employees.

Provides information and assistance to District personnel and the public in regards to a variety of HR matters.

Serves as District liaison to brokers, and all benefit providers.

Serves as District resource to employee, retirees, beneficiaries in the event of death benefits and the continuation of benefits for surviving dependents per bargaining agreement language. Sends retirement plan participation communication to newly eligible employees.

Provide information and guidance on benefit plan, eligibility requirements, enrollment procedures, insurance claims resolution, coverage, and other related issues.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

Planning, organization and coordination of employee benefits programs.

Practices and procedures used in benefit and wellness program administration.

Federal, state, and local laws and regulations that relate to benefits administration including COBRA regulations.

State and federal laws, rules and regulations that relate leave of absence including FMLA, CFRA and PDL.

Americans with Disabilities Act and good faith efforts to conduct interactive process meetings.

Bargaining agreements and union contract interpretation.

Reasonable accommodation, return to work and interactive meeting processes and procedures

Medicare rules sufficient to enroll retirees in retiree health plans and coordinate eligibility with SISC.

Record-keeping and report preparation techniques,

Interpersonal skills, use of tact, sensitivity and discretion.

Problem solving and conflict resolution in an academic environment.

Modern office practices, procedures, equipment, and software applications.

ABILITY TO:

Understand and interpret laws, rules, and regulations relating to employee benefit and wellness programs and eligibility.

Coordinate and administer benefits programs for employees and retirees.

Show sensitivity to employees who may be experiencing health challenges, death of a family member, and other stressful situations with gentle compassion.

Make oral presentations to employees related to insurance enrollment options, contract provisions, and professional growth programs.

Read, interpret, and apply applicable laws, regulations, codes, procedures, and MOU provisions.

Work independently with minimal supervision.

Compute accurate arithmetical computations.

Communicate effectively both orally and in writing.
Interpret, apply, and explain rules, regulations, policies, and procedures.
Analyze situations accurately and adopt an effective course of action.
Ensure confidentiality of employees' health records, personal data, and other sensitive information.
Ensure compliance with local, state and federal guidelines, policies, rules, and regulations.
Establish and maintain effective working relationships with others.
Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, staff, and community.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree supplemented by coursework in business, human resources, information systems or related field and four years increasingly responsible clerical or human resources experience including working with human resource technology or other related experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Use of hands to keyboard, type or handle materials.
Hearing and speaking to exchange information in person and on the telephone.
Regularly required to sit.
Occasionally required to stand and walk.

Mental Demands:

Regularly required to use written and oral communication skills; gather and interpret information and documents; analyze and solve problems; observe and interpret situations; perform highly detailed work; and work with frequent interruptions;

Established:
January 2024