

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

Job Title:	Benefits and Leaves Coordinator II	Range:	42
Date Revised:	February 28, 2019	Date Approved:	March 12, 2019

PRIMARY PURPOSE

This position is responsible for performing a variety of comprehensive, complex and technical duties in the coordination and day-to-day administration of the District's Employee Benefit Programs.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1. Coordinate the administration of District benefits programs, including benefits, wellness, leaves, new employee orientation, implementation of benefits open enrollment programs, and COBRA. Performs analytical activities and participates in the administration and analysis of the District's benefit program operations including health, life, dental, disability, Unemployment Insurance, employee assistance programs, flexible spending accounts, deferred compensation, retirement and leave-of-absence administration.
2. Responsible for performing a wide variety of comprehensive, complex and specialized administrative and technical duties in support of the District's human resources operations including, but not limited to Affordable Care Act and collective bargaining. The duties of the position require knowledge of District personnel policies and procedures, the ability to exercise independent judgment, discretion in handling confidential information and materials, and specialized knowledge of the functional area supported. Maintains benefit data and prepares written reports including recommendations for action.
3. Administer the leaves processes for all employee groups in compliance with federal- and State-mandated leaves, such as those outlined by the California Department of Fair Employment and Housing, including the Pregnancy Disability Leave (PDL), Family & Medical Leave Act (FMLA), and the Bonding Leave (CFRA) and Americans with Disabilities Act (ADA). Resolve basic to complicated leaves of absence in compliance with FMLA, CFRA, PDL or other applicable laws, policies and collective bargaining agreements; ensuring consistency of application, reviewing, coordinating and monitoring of leaves.
4. Interpret legal requirements and coordinate with District Risk Management personnel for leaves related to Workers Compensation and the Americans with Disability Act Amendment Act (ADA); apply knowledge of federal, State, and local laws, regulations and guidelines related to ADA and other Leave of Absence (LOA) compliance, enforcement and employment policies, procedures and practices. Researching, analyze, and resolve benefits and leaves matters.
5. Conduct reconciliation and process, track, and invoice benefit premium payments to all employees on a continuous leave of absence; retirees and adjunct faculty reimbursements; act as a liaison between employees and third party administrators to ensure all applicable paperwork is completely and accurately, and received on time; promote the use of on-line tools and assist employees in accessing and using these systems; process employee status changes in the appropriate Human Resource Information System(s).

**NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

6.	Implement, administer and monitor the District's benefits and leaves. Research, analyze, develop, monitor, and track data, to develop reports related to such programs as the Affordable Care Act, and other statistical data reports; as needed, work with management team members, Human Resources professionals and support staff to maintain data.
7.	Coordinate District requirement related responsibilities for CalSTRS, CalPERS, retiree process for regular and disability retirements.
8.	Participate in the collaborative interactive process of varying levels of complexity meetings in accordance with the American with Disabilities Act (ADA) and the Fair Employment and Housing Act (FEHA); Working with employees, medical providers, and third-party consultants to obtain appropriate and clear documentation from medical professionals. FMLA, Extended Sick Leave, Statutory Leave, light duty, Workman's Compensation, pregnancy, maternity leave, and military leave. Ensure timely notification of employee's rights under these leaves of absence and monitors the duration and extension of leaves, if applicable.
9.	Determine essential functions of classification; identify reasonable accommodation, which are appropriate and permit employee to perform all essential functions of their classification. Informs individuals with disabilities and District managers related to their rights, responsibilities, and the legal framework supporting the interactive process and reasonable accommodations.
10.	Interpreting and explaining policies, procedures, codes, laws, ordinances and/or terminology in order to provide necessary information to managers, supervisors and employees related to leaves of absence, the reasonable accommodation process, workers' compensation claims reporting and/or and other benefits. Independently drafting and analyzing medical questionnaires to assist the District in ensuring that appropriate information is available related to an employee/applicant's functional limitations.
11.	Tracking and analyzing pending and current legislative changes affecting the Benefits & Disability Programs. Analyze essential job functions against functional limitations (as provided by medical professionals) to assist in the identification of job impacts and for the purpose of exploring reasonable accommodations.
12.	Ensure compliance with all government regulations including Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), Fair Housing and Employment Act (FEHA), and County Memorandums of Understanding (MOU).
13.	Coordinate the administration and maintenance of human resources benefits information system database, state reporting; coordinate with the District payroll office, District Information Services, District and campus business offices, Orange County Department of Education, CALSTRS, CalPERS, and other district partners.
14.	Performs related duties as assigned.

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Benefits and Leaves Coordinator II maintains frequent contact with District employees, retirees, accounting, payroll and human resources personnel, benefits providers and benefits third party administrators.

EDUCATION AND EXPERIENCE

High school diploma or GED

Minimum three (3) years experience in benefits administration or two (2) years experience in benefits administration supplemented by applicable college-level coursework and/or related experience.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District organization, operations, policies and objectives
Knowledge of employee benefits programs and administration
Knowledge of federal and state regulations pertaining to employee benefit programs
Knowledge of record keeping techniques
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of applicable computer software applications
Ability to learn and apply benefits programs in a fair and objective manner
Ability to process data and documents in accordance with prescribed procedures
Ability to audit and reconcile benefits billings
Ability to review processes and information to identify discrepancies and deviating circumstances
Ability to make arithmetic calculations quickly and accurately
Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to work independently with little direction
Ability to work confidentially with discretion
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to establish and maintain effective working relationships with others
Ability to understand scope of authority in making independent decisions

SPECIAL REQUIREMENTS

Valid California Driver's License

WORKING CONDITIONS

District office environment; subject to constant interruptions and frequent interaction with others; to sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; occasional travel to other locations to attend meetings or conduct work.