

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i> Benefits Officer		<i>Approval Date:</i> April 24, 2008
<i>Level:</i> E	<i>FLSA Status:</i> Exempt	<i>Class Code:</i> E0573
<i>Approved by:</i> College President		

GENERAL DESCRIPTION

Implements and administers comprehensive college-wide benefits programs and plans to include group insurance programs, leave programs, retirement counseling/processing, tax shelter programs, flexible spending accounts, alternate FICA, new employee orientation, employee recognition, health & wellness programs and terminal clearance.

KEY RESPONSIBILITIES		% OF TIME
1.*	Reviews and reconciles invoices from vendors; assures accurate payroll deductions; generates reports as needed.	10%
2.*	Processes and monitors FMLA, COBRA, and Long-term Disability Insurance.	15%
3.*	Meets with new and existing vendors and providers to discuss current trends and potential benefits offerings suitable to College employees and/or retirees; serves as resource to Employee Benefits Insurance Committee.	10%
4.*	Processes and monitors tax shelter account program.	10%
5.*	Provides retirement counseling, retirement processing, and retirement benefits coordination. Supervises accounts receivable for COBRA and retiree insurance premiums.	15%
6.*	Maintains knowledge of current issues and laws related to employee benefits; responsible for college compliance and recommends changes where appropriate.	10%
7.	Coordinates the Service Awards Program and Employee Recognition Program.	10%
8.	Coordinates and promotes benefits fairs, vendor visits, open enrollment and informational meetings to assist employees in the management of their benefit options.	10%
9.	Supervises new employee orientation program. Ensure currency of program.	5%
10.	Responsible for Staff Tuition Reimbursement Program. Performs other similar and related duties as required.	5%

* Indicates an "essential" job function.

Position Title: Benefits Officer	Class Code: E0573	Position Level: E
KEY JOB REQUIREMENTS		
<i>Formal Education:</i>	Bachelor's Degree required.	
<i>Work Experience:</i>	5 to 7 years.	
<i>Planning Scope:</i>	Formal plans that exceed one year, but not three years beyond normal operational planning.	
<i>Planning Level:</i>	Scope of planning in college wide.	
<i>Impact on Budgets:</i>	Has a strong, but not controlling voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues. No impact on grant funds. No impact on revenues.	
<i>Impact of Decisions:</i>	There is major responsibility for making decisions and final recommendations which routinely affect the activities of a campus.	
<i>Complexity:</i>	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Analytical ability and inductive thinking are required.	
<i>Decision Making:</i>	Independent judgment is required to recommend departmental or college objectives, evaluate new approaches to problem solving, and assess changing facts or conditions.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
<i>Communication:</i>	Regular contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion. Regular external contacts to carry out organization programs and to explain non-specialized matter, or work requiring continuing personal contact with the public involving the enforcement of laws, ordinances, polices and procedures.	
<i>Level of Supervisory Responsibility:</i>	Provides limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions.	
<i>Nature of Work Supervised:</i>	Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or departmental activities.	
<i>Job-Related Knowledge:</i>	Requires advanced knowledge of theories and practices of a professional field. Extensive knowledge of their professional discipline and a working knowledge of related fields. Understands information in several unrelated professional disciplines.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	