



JOB OPPORTUNITY BULLETIN

*Harrison County affords equal job opportunity to all individuals,
regardless of race, color, religion, sex, age or national origin.*

Today's Date: **January 24, 2024**

Date Listing Will Close: **January 31, 2024 @ 5:00 PM**

The following department has a vacancy for qualified employees in the following position:

Class Specification: **Benefits Coordinator**

Department: **Human Resources**

Salary: **\$43,500 - \$45,000**

Position Summary: See Attached Job Description

Job Duties and Responsibilities: See Attached Job Description

Qualifications/ Experience: See Attached Job Description

HARRISON COUNTY HUMAN RESOURCES

1801 - 23rd Avenue, Second Floor, North Hall, Gulfport Courthouse

Phone: (228) 865-4194 Fax: (228) 865-4162

www.harrisoncountymiss.gov

E.O.E. and A.D.A.

APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.

**HARRISON COUNTY, MISSISSIPPI
JOB DESCRIPTION**

JOB TITLE: Benefits Coordinator

DEPARTMENT: Human Resources

FLSA STATUS: Non-Exempt

REPORTS TO: Human Resources Director

POSITION CODE: 8810

MAINTENANCE REVIEW DATE: November 20, 2024 **CLOSING DATE:** January 31, 2024

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential; these include, but are not limited to: attendance, getting along with others, working a full shift, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary. Should an incumbent/applicant be unable to perform the essential function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA), reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

JOB OBJECTIVE: To assist employees with benefits enrollment and questions, assist with verification of billing, maintain employee benefit files including FMLA and workers' compensation (electronic and paper), and process COBRA and retiree benefits to include life insurance and death benefits. This position must maintain the highest level of confidentiality.

ESSENTIAL JOB FUNCTIONS:

1. Administer various employee benefits programs such as group health, dental, vision, life, supplemental insurance programs.
2. Assist with orientation and instruct new hires on how to enroll in their employee benefits.
3. Maintain employee benefits filing systems and ensure benefits changes are submitted to payroll timely and appropriately to process deductions.
4. Assist employees with claim forms.
5. Processes and assists family members with death benefits
6. Review and respond to unemployment claim with proper documentation.
7. Provides verification of employment in a timely manner.
8. Provides information in verbal and/or written communication in a polished and professional manner.
9. Reviews and participates in ensuring the integrity of the work flow of the benefits enrollment process.
10. Maintain information relative to all group insurance policies, premiums, claims, and costs.
11. Administer COBRA in a timely manner.
12. Creates, develops, and maintains any health awareness initiatives for Harrison County employees in cooperation with benefits provider.

13. Assist HR Director in obtaining statistics and information in renewal process of any health, life and retirement plans that benefit the County and its employees.
14. Act as a liaison for the County with the Third-Party Administrator(s) regarding questions, concerns, or issues regarding employee benefits.
15. Provides information to employees regarding payroll and provisions and usage of benefit plans.
16. Assists retirees with continuation of or discontinuance of insurance benefits.
17. Must be proficient in Microsoft Word, Excel, UKG, E-Navigator and E-Verify. (Working knowledge of UKG preferred)
18. Enters new hires, terminations, resignations, status, and salary changes into E-Navigator.
19. Assists employees with applying for FMLA and processing paperwork.
20. Creates and maintains the official employee FMLA and Medical files in paper document form and electronically via the UKG Leave Case Editor.
21. Creates and maintains medical records files for employees in paper document and electronic form.
22. Provides information to employees on Harrison County's Deferred Compensation Plan for retirement savings opportunities.
23. Provides information for the Public Employee Retirement System of Mississippi (PERS) to employees of Harrison County.
24. Performs general administrative and clerical duties, to include but not limited to: answering phones, photocopying, scanning, faxing, mailing and filing.
25. Responds to employee general information requests.
26. Files and coordinates worker's compensation claims with third-party administrator. Works directly with MPE Workers' Compensation Services and Harrison County clinic for worker's compensation claims. Follows up on claims.

SECONDARY DUTIES AND RESPONSIBILITIES:

1. Assists in the orientation process to include on-boarding, creating employee badges, and pushing through the UKG timeclock.
2. Ensure the collection and deposit of payments made for insurance coverage premiums are made and sent to Bookkeeping.
3. Collects fees and makes deposits for employee duplicate and other approved badges; maintains related records.

4. Assists the Human Resource Director with various clerical duties.
5. Other related duties, as required.

SUPERVISORY RESPONSIBILITIES: This position does not supervise employee(s).

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to maintain the highest degree of confidentiality is essential for this position.
- Must possess administrative-level writing skills and to prepare documents of a professional quality.
- Working knowledge of employment law to avoid legal challenges and assure compliance with legal hiring practices.
- Updates job knowledge by participating in educational opportunities.
- Ability to research and analyze information from technical and professional sources.
- Must be able to take on a leadership role in meetings or coaching opportunities.
- Must have strong Microsoft Office skills, specifically in Word, and Excel.
- Must be able to write and present professional reports, power points, Excel spreadsheets.
- Ability to enter data accurately in various Human Resource Information Systems.
- Knowledge of or ability to learn UKG HRIS for timekeeping and data management.
- Ability to concentrate and perform accurately, even while under stress and deadlines.
- Strong interpersonal skills are necessary to maintain a good working relationship with the public and fellow employees.
- Knowledge of standard office practices and procedures and general Human Resource terminology.
- Working knowledge of employee benefit programs.
- Knowledge of all related safety procedures.
- Familiarity with payroll practices and principles.
- Ability to perform mathematical calculations accurately.
- Ability to research benefit information.
- Ability to establish and maintain hard copy and computer filing and recordkeeping systems.
- Ability to communicate effectively, both orally and in writing.
- Ability to prioritize, organize and multi task to successfully complete work assignments in a timely manner and meet required deadlines.
- Ability to work in an open, high volume, high traffic area.

EDUCATION AND EXPERIENCE REQUIRED:

- B. S. Degree in Human Resources Management, Business Administration, or related field is preferred
- SHRM-CP or SHRM-SCP is preferred
- Three (3) to five (5) years of work experience in human resources and employee benefits.
- A combination of education and experience will be considered.

ADDITIONAL REQUIREMENTS:

- Must possess a valid Mississippi Driver's License before employment and maintain licensure for duration of employment in this position.

SALARY RANGE: \$43,500 - \$45,000 Annually (Commensurate with experience)

PHYSICAL REQUIREMENTS:

The physical activities marked below are representative of those that will be required on a regular basis to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

	YES	NO
Work involves lifting, pushing, pulling or carrying 40 pounds or more		✓
Work involves the operation of earth-moving equipment or commercial motor vehicles		✓
Work involves the operation of non-commercial motor vehicles		✓
Work involves the operation of tools such as axes, shovels, sling blades, etc.		✓
Work involves the operation of motorized equipment such as chain saws, power saws, jackhammers, lawn mowers, tractor		✓
Work involves climbing or running		✓
Work involves stooping, bending, twisting, or reaching out in unusual positions		✓
Works above ground or floor level, such as on stools or ladders		✓
Works in a relatively high average temperature over a long period of time		✓
Work involves considerable physical exertion of the whole body over a long period of time		✓
Work requires near vision (20 inches or less)	✓	
Work requires distance vision (20 feet or more)	✓	
Work involves the detection of color differences	✓	
Work involves determination of the correct location of a sound, such as footsteps		✓
Work involves hearing and understanding conversation or sounds	✓	

WORK ENVIRONMENT:

The environmental conditions marked below are common to this job:

	YES	NO
Outdoor Weather Conditions		✓
Wet, Humid Conditions (non-weather)		✓
Work Near Moving Mechanical Parts		✓
Work in High, Precarious Places		✓
Fumes or Dust		✓
Toxic or Caustic Chemicals		✓
Extreme Heat (non-weather over 90° F.)		✓
Low Noise (e.g., business office)	✓	
Moderate Noise (e.g., light motorized equipment such as lawn mowers)		✓
Loud Noise (e.g., jackhammer, heavy motorized equipment)		✓