

**ARIZONA@WORK - YUMA COUNTY
YUMA PRIVATE INDUSTRY COUNCIL
POSITION DESCRIPTION**

Title: **Benefits and Training Coordinator**

Reports to: Human Resource Manager

Classification: Non-Exempt

Revision Date: March 12, 2021

Salary: Start \$21.95 DOE

The Yuma Private Industry Council is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability status, protected veteran status, or any other characteristic protected by law.

SUMMARY

The position of Benefits and Training Coordinator is responsible for the administration of employee benefits including Medical, Dental, Vision, Life, and Disability Insurance. The benefits coordinator position assists employees with benefits enrollment and questions, verifies all insurance billing, maintains employee database and files, and ensures compliance with required benefit notices.

This position works closely with Accounting and input benefits related information in Payroll database. The ideal candidate has experience in payroll, administering benefits, analyzing insurance invoices, and has experience contacting insurance companies to resolve discrepancies. This position **MUST** have experience entering data utilizing payroll systems.

This position must have working must be computer literate and must be proficient in EXCEL. Person in this position has interactions with employees from different departments and must demonstrate friendly and professional customer service, exceptional organizational skills with attention to detail, and be able to multi-task.

Below is the framework of the essential duties assigned to this position; however, please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

PRIMARY/ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Coordinate Benefits

Supporting Skills

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- Administer various employee benefits programs, such as group health, Health Savings Accounts, dental and vision, life and disability insurance, 401(k), etc.
- Conduct benefits orientations and explain benefits
- Maintain employee benefits filing systems and ensure benefits changes are entered appropriately in payroll system for payroll deduction.
- Assist employees with health, dental, life and other related benefit claims.
- Verify the calculation of the monthly premium statements for all group insurance policies and maintain statistical data relative to premiums, claims and costs. Resolve administrative problems with the carrier representatives.
- Determine and track dates of eligibility
- Enter accurate information in various benefits databases

2. Family and Medical Leave Act (FMLA) Coordinator

Supporting Skills

- Explain FMLA benefits and forms to employees
- Respond to employee within the legally required timeframes
- Provide appropriate Certification forms to employees
- Review forms for accuracy
- Track hours used on Payroll database and/or HR database

3. Coordinate the Renewal of Contracts (commercial, H S A contracts, etc.)

Supporting Skills

- Keep abreast of insurance requirements (per State Contract)
- Maintain and ensure timely renewal of insurance contracts
- Complete renewal forms accurately
- Maintain files accurately
- Follow up as required

4. Assist the Human Resource Manager with Notifications and Updates of Forms and Policies.

Supporting Skills

- Distribute information to employees.
- Collect and file acknowledgment statements.
- Maintain summary documentation of changes
- Assist setting up an electronic orientation system

5. Assist Equal Opportunity Officer.

Supporting Skills

- Conduct walk through inspections
- Visit the Service Providers to ensure EO requirements are in place

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- Report any findings to the HR Manager/EO Officer
- Assist conducting investigations

6. Assist with the Coordination of Safety Committee Meetings.

Supporting Skills

- Schedule meetings on a quarterly basis
- Develop agenda
- Ensure all training materials are ready for the meetings
- Take minutes of the meetings and distribute to all members

7. Training and Certification

Supporting Skills

- Work closely with Directors, Managers and Supervisors to ascertain training needs of the department
- Research and find the best training sessions available
- Schedule training
- Maintain certifications of completion on database
- Track required certification of Teachers (track expiration dates)
- Maintain Nutrition Certification training for Charter staff

8. Other

Other duties will be assigned as the need arises- this is a new position and still under development.

CORPORATE VALUES

Integrity:

- Be a responsible corporate citizen committed to the health & safety of others, compliance with laws, regulations, and company policies;
- Behave in a businesslike manner demonstrating mature, professional actions;
- Be fair, honest, trustworthy, respectful and ethical in all engagements;
- Honor all commitments;
- Be accountable for all actions, success and failures.

Teamwork:

- Be committed to the common goal;
- Perform tasks in a manner that benefits the entire organization;
- Openly communicate up, down, and across the organization;
- Value the diversity of our workforce;
- Show willingness to make adjustment in schedules, and maintain openness to others' ideas of working approaches;
- Willingly share your resources.

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Performance/Initiative:

- Focus on what is important, perform careful and thorough work;
- Establish and communicate clear expectations;
- Relentlessly pursue success;
- Strive for flawless execution;
- Work hard, celebrate successes and learn from failures;
- Remain flexible, adapt to change and balance multiple priorities;
- Continuously look for ways to improve self, services and processes;
- Technical and Job knowledge; how well you demonstrate the understanding, knowledge and technical skills required for your job.

Learning:

- Commit to develop and improve throughout your career;
- Actively seek ways to build upon your capabilities;
- Learn from sharing past decisions and actions both good and bad to continuously improve performance;
- Demonstrate a willingness to use new and different approaches in completing tasks and offer resourceful solutions;
- Use creativity and imagination to develop new ideas and approaches;
- Improve by benchmarking and adopting best practices.

Corporate Level Contribution:

- Perform tasks in a manner that benefits the entire organization;
- Seek to consistently improve quantity, quality, accuracy and efficiency;
- Look for small improvements as well as major improvements;
- Identify and eliminate unnecessary work and non-value added activities;
- Optimize time and resources;
- Teamwork: how well you work with others and fit into the corporate culture.

Customer Service:

- Anticipate the needs of those served, and demonstrate true caring;
- Deliver the very best every day to make a difference;
- Continuously look for ways to improve self, services and processes;
- Demonstrate a positive attitude;
- Make and cheerfully spend time to consistently exceed clients' and colleagues' expectations;
- Show humility for the role played in the lives of others;
- Respect co-workers (by being on time, not using sarcasm, etc.), and appreciate similarities & differences of each employee.

CORE SKILLS

Language:

- Communicating: Communicating with others to convey information effectively.

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- **Comprehension:** The ability to understand information and ideas presented (respond effectively to the most sensitive inquiries or complaints, effectively present information and/or respond to questions from groups of managers, clients, employers, customers, elected officials, and the general public).
- **Writing:** **The ability of communicating effectively in writing as appropriate for the needs of the audience.**
- **Written Comprehension:** ability to read and understand information and ideas presented in writing.

Mathematics:

- Add, subtract, multiply, divide.
- Compute rates and percentages.

Reasoning:

- **Problem Sensitivity:** ability to tell when something is wrong or is likely to go wrong (does not involve solving the problem, only recognizing there is a problem).
- **Deductive Reasoning:** ability to apply general rules to specific problems to produce answers that make sense (solves practical problems, collect data, establish facts, and draw valid conclusions).
- **Inductive Reasoning** — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- **Critical Thinking:** The use of logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Interpret a variety of technical instructions.

Technology:

- Demonstrate computer/software proficiency including but not limited to Microsoft Excel, Outlook, etc.

Socioeconomic:

- Maintain an awareness of socioeconomic factors bearing on unemployment, local labor community problems, and/or resources relating to the labor market.

Supervisory:

- **Active Learning:** Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Time Management:** Managing one's own time and the time of others.
- **Learning Strategies:** Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Has no direct supervisory responsibility.

Interpersonal:

- **Social Perceptiveness:** Being aware of others' reactions and understanding why they react as they do.
- **Service Orientation:** Actively looking for ways to help people.

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- Must possess excellent interpersonal skills.
- Must demonstrate excellent self-control and confidence during presentations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Effective communication skills;
- Reach with arms and hands.
- Operate keyboard, mouse, copier, fax and other office equipment.
- Maintain close vision, distance vision, peripheral vision, depth perception, and adjust focus as needed for specific required tasks
- Lift at least 5 – 10 lbs.

Other:

- Demonstrate public speaking skills. Make oral presentations to groups in local and statewide activities.
- Demonstrate interviewing skills.
- Demonstrate data entry and retrieval skills.
- Demonstrate appropriate interpersonal skills to accomplish tasks.
- Interpret federal and state rules and regulations.
- Must possess a valid Level One Arizona Driver's License, reliable transportation, and current liability insurance;
- Must clear a background check with Arizona Department of Child Safety;
- Must demonstrate the Core Values of the Organization.

EDUCATION AND EXPERIENCE

Bachelor's Degree in Human Resources, Human Services, Business Administration, Accounting, Computer Science, or related field and two years of experience in Human Resources; or a H.S. Diploma and five years of experience in the areas of Payroll, Benefits, Contracts, Training, or a combination of the above.

Computer proficiency is a requirement and payroll experience is highly desirable.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level is usually moderate for an office environment.