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|  | **RANDOLPH TOWNSHIP SCHOOLS**  **25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869**  **JOB DESCRIPTION** | | | |
| TITLE: | Benefits Coordinator | | REPORTS TO: | Business Administrator |
| QUALIFICATIONS: | Familiarity with technology systems such as Microsoft Office, Excel and word along with use of Systems 3000. Strong Organizational Skills and ability to communicate effectively with staff. | | | |
| GENERAL DESCRIPTION: | | | | |
| The Benefits Coordinator will work with the staff of the district to provide offered benefit packages properly and timely. Coordinate the issuance of benefit packages to new hires that are eligible for benefits as well as the transition of benefits when staff leaves the district. The Coordinator will assist staff in dealing questions that staff may have regarding their benefits. The Coordinator will also monitor all workmen’s comp cases and advise the appropriate staff of changes in the case status. The Coordinator will oversee the billings for district benefits. | | | | |
| RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO: | | | | |
| Interaction with staff and vendors for the Management of the following:  Horizon Blue Cross Insurance  Delta Dental  BeneCard Prescription Plan  Ceridian – Cobra Administrator for Medical and Prescription  Dental Cobra for Retirees  Workers Compensation coverage – First MCO – First Managed Care Option  NJFLA – New Jersey Family Leave Act  FMLA – Federal Family & Medical Leave Act  FLI - New Jersey Family Medical Insurance Act  Survey of Occupational Injuries & Illnesses  2011 Health Benefits Reform Act  State of NJ Benefit Plans  Perform such other tasks and assume such other responsibilities as assigned by the Business  Administrator. | | | | |
| WORK YEAR: July 1 – June 30 | | | | |
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| DATE APPROVED: | February 19, 2013 |
| BY: | Board of Education |