California Pacific Conference
The United Methodist Church

POSITION DESCRIPTION

POSITION TITLE: Health Benefits and Employment Administrator

EMPLOYMENT CATEGORY: Non-exempt

ESSENTIAL MINISTRY TEAM/BOARD: Board of Pension and Health Benefits

LOCATION: Human Resources/Conference Center

THE MISSION OF THE UNITED METHODIST CHURCH IS:

“To make disciples of Jesus Christ for the transformation of the world.”

THE VISION OF THE CALIFORNIA-PACIFIC ANNUAL CONFERENCE IS:

“Inspiring the world as passionate followers of Jesus Christ so all may experience God’s life-giving love.”

Supervised by: Director of Human Resources

Supervision responsibility for: N/A

POSITION PURPOSE, OVERVIEW AND ACCOUNTABILITY

The Health Benefits and Employment Administrator administers health insurance benefits and ensures a positive experience for all constituents of the California-Pacific Annual Conference, including retired and active clergy and spouses, staff of the Annual Conference and staff of local churches. The Administrator is involved with most aspects of employment of staff of the Conference Center, Districts and Camps, including hiring and terminations, leave administration and workers’ compensation, as well as maintaining the employee Human Resources (HR) database. The Health Benefits and Employment Administrator’s performance is evaluated by the Director of Human Resources.

Evaluation based on:

- Alignment with the mission of the UMC, the vision of the California-Pacific Annual Conference and the purpose of the Conference Board of Pension and Health Benefits.
- Teamwork and decision-making habits consistent with Conference core values and expectations.
- Competencies that include those relating to hospitality skills and customer service, database administration, record-keeping and reports, explanation of benefits, employment and conference regulations and policies, recruiting and hiring, troubleshooting and initiative.
- Level of integrity in the modeling of Conference core values.
- Progress toward and achievement of goals.
ESSENTIAL FUNCTIONS

HEALTH BENEFITS AND WORKERS’ COMPENSATION ADMINISTRATION

1. Provide service to participants by interpreting the provisions of the health benefits programs, explaining fees, and assisting them in understanding how to utilize Conference health benefits.

2. Respond to inquiries related to the health insurance programs of the Conference and provide an introduction of the health insurance to new participants.

3. Process all enrollment changes for health and dental plans for active clergy and dependents, lay staff of local churches, and Conference lay staff, and for vision plans for all active and lay participants, as well as retired clergy and Conference lay staff.

4. Provide Wespath and the Medicare Exchange administrator (Via Benefits) with information about Health Reimbursement Account (HRA) eligibility for retiree participants, including newly eligible, eligibility changes and deceased participants.

5. Troubleshoot administrative issues between retiree participants and Via Benefits as needed.

6. Determine eligibility to the HRA for new retirees and communicate to them about the process.

7. Perform monthly billing adjustments for active health insurance plans.

8. Manage confidential health benefits records and files.

9. Resolve issues with the carriers for active plans, and serve as a resource for contract negotiations.

10. Coordinate the annual open enrollment process for active health plan participants by communicating benefits and rates for the upcoming year, and disseminating information and enrollment procedures.

11. Perform regular reconciliation of billings versus payments versus enrollment, and respond to discrepancies in a timely manner.

12. Give presentations to various groups of participants regarding benefits.

13. Coordinate the financial assistance process for the Board of Pension and Health Benefits, giving out applications, disseminating the applications to the executive committee of the board, communicating decisions and setting up the payment of assistance.

14. Administer the Virgin Pulse walking program by processing invoices for payment and disseminating information.

15. Research and provide information and statistical reports to the Director of Human Resources as requested for various studies and projects throughout the year, such as the annual retiree health insurance actuarial valuation and comparison studies regarding health insurance benefits.

16. Maintain records and follow required notification procedures for Conference staff on Family Medical Leave and other leaves of absence.
18. Process workers’ compensation claims for Conference staff, including camps and district offices. Manage claims to minimize loss.

19. Maintain an up-to-date manual on safety and accident reporting procedures, providing copies to all units operated by the Conference.

20. Administer and promote voluntary Aflac insurance plan for Conference staff.

21. Compile rate sheets for distribution to churches and retirees following the annual contract renewal process.

**EMPLOYMENT ADMINISTRATION**

22. Responsible for tasks related to the hiring of staff (non-exempt and exempt positions), including posting positions, recruiting, setting up interview schedules for management and non-management positions, maintaining applicant flow and checking references.

23. Coordinate payroll action forms to ensure notification to all appropriate parties regarding hiring, status and salary changes and terminations.

24. Process new hire paperwork for Conference Center and District Office staff; verify employment eligibility documents. Coordinate with Camp Directors on new hire paperwork for Camp staff.

25. Immediately notify via email all indicated staff in the Conference Center regarding new hires and terminations in order to ensure timely issuance and return of keys, building and gate entrance devices, computer hardware and other items belonging to the Conference. This also ensures the timely issuance and discontinuation of email addresses for all staff at the Conference Center, District Offices and Camps.

26. Set up and maintain personnel and confidential/medical files on all employees. Perform frequent reconciliation audits of records to ensure accuracy in all areas.

27. Maintain data base of all Conference employment and salary records. Ensure the accuracy of information related to human resources. Perform security administration and other system troubleshooting. Run various reports for use by management staff and for government compliance.

28. Conduct, with all HR staff, new employee orientation for Conference Center and District Office staff. Coordinate with Camp Directors in the performance of new employee orientation for Camp staff.

29. Process terminations to ensure timely payment of final wages, and proper notification of rights and responsibilities to terminating employees.

30. Perform annual duties required by law, ie: posting of the OSHA log, compilation of the EEO report, procuring and posting legal posters and obtaining posters for satellite offices and camps. Maintain employee legal notice bulletin boards at the Conference Center.

31. Schedule locations and arrange for refreshments/meals for various committees staffed by the HR Department, such as the Staff Relations Committee, the Policy Development Committee, and Board of Pensions ad hoc meetings relating to health insurance matters. Send meeting notices as requested, and attend meetings as directed.
The activities and essential functions listed in this job description are not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required of employees assigned to this job, and may be subject to changes in the future.

PHYSICAL REQUIREMENTS

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.

A. While performing the duties of this job the employee is regularly required to use hands to grasp, handle or feel.

B. The employee frequently is required to walk, sit, stand and talk or hear.

C. The employee is occasionally required to climb or balance, stoop, kneel, or crouch.

D. The employee must occasionally lift and/or move up to 30 pounds.

E. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

A. While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time.

B. The noise level in the work environment is usually moderate.

If telecommuting is elected for this position, a safe environment must be established in keeping with the guidelines of the Conference.
SPECIFIC JOB KNOWLEDGE, SKILL AND ABILITY

The individual must possess the following knowledge, skills and abilities, and be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation.

- Knowledge of federal and state benefits, employment regulations and workers’ compensation requirements
- Knowledge of and experience with health benefits administration, including Medicare plans
- Knowledge of and experience with Microsoft Word, Excel and PowerPoint
- Ability to maintain confidentiality in all aspects of employment and interactions with others
- Friendly and eager to assist
- Personable and caring on the phone and in face-to-face contacts
- Familiarity with accounting and billing procedures
- Knowledge of HR data base administration-ADP experience preferred
- Able to do computer data entry for as much as 60% of the workday
- Organized, detail-oriented, persistent in finding solutions
- Skilled in grammar, punctuation, spelling, and the composition of correspondence
- Able to conduct small-group presentations
- Knowledge of and familiarity with the United Methodist structure is helpful

EDUCATION
High school graduate or equivalent.
Some college or professional training and/or certification preferred.

EXPERIENCE
Minimum three years health benefits and/or basic human resources administration experience.
Experience in religious or non-profit environment helpful.
CALIFORNIA-PACIFIC ANNUAL CONFERENCE

Acknowledgement of Receipt

I have read and understand the position description information for the position of Health Benefits Coordinator, and hereby state that I can perform the essential functions of the job with or without reasonable accommodation.

_______________________________________________
Print Employee Name

_______________________________________________  Date
Employee Signature

Health Benefits and Employment Administrator
Human Resources
Revised from Health Benefits Coordinator-Approved-5/8/17
Reviewed for current terminology-8/1/20