



POSITION DESCRIPTION

Position Title: Benefits Administrator

Department: Human Resources Department

Approved: June 2022

FSLA Status: Exempt

Executive Summary:

The Benefits Administrator is responsible for directing and planning the day-to-day operations of group benefits programs (group health, dental, vision, short-term and long-term disability, worker's compensation, life insurance, flexible spending plan, retirement plans, etc.). This position provides excellent customer service and designs quality benefits plans. The Benefits Administrator continually investigates new benefits programs, improves existing programs, and supervises and monitors benefits administration.

Knowledge:

- Computer proficiency and technical aptitude with the ability to use Microsoft products, including PowerPoint; experience with HRIS and other benefits databases.
- Project and team management/leadership skills and experience.
- Proven ability to work efficiently and effectively solely and in a team environment.
- Effective planning and priority setting with the ability to manage several complex projects simultaneously while working under pressure to meet deadlines.
- Strong analytical skills and a thorough knowledge of benefits plan designs.
- Ability to understand, evaluate, and provide high-quality insights on proposals.
- Knowledge of benefits contract language.
- Knowledge of all pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting employee benefits programs, including the ACA, ERISA, COBRA, FMLA, ADA, Section 125, workers' compensation, Medicare, COBRA, and Social Security and DOL requirements.
- Excellent communication and organization skills.

Essential Functions:

Within the limits of established policies, budgets, and legal requirements, assumes responsibility and has commensurate authority, for the following activities:

- Research employee benefits plans and vendors to identify those that present the best value.
- Design, recommend and implement new benefits programs. Explore possible plan design enhancements and benefits cost changes.
- Serve as primary contact for plan vendors and third-party administrators.
- Coordinate the transfer of data to external contacts for premiums, services, and plan administration.
- Evaluate and revise internal processes to reduce costs and increase efficiency.
- Ensure compliance with applicable government regulations. Ensure timeliness and accuracy of reporting and payment of fees.
- Coordinate daily work related to benefits processing. Process benefits enrollments, COBRA coverage, terminations, changes, beneficiaries, disability, accident and death claims, rollovers, QDROs, QMCSOs, distributions, loans, hardships, and compliance testing.
- Resolve benefit-related issues and respond to queries and requests in a timely manner.
- Oversee maintenance of employee benefits files, maintain group benefits database and update employee payroll records.
- Gather employee data and oversee the processing of monthly billings and the preparation of vouchers for payment of administrative fees for all group plans.
- Allocate group health, vision and dental claims monthly and review quarterly.
- Evaluate the efficiency and value of current benefit programs and make recommendations for improvement.
- Review short- and long-range plan cost estimates in anticipation of current plan adjustments and implementation of new programs.
- Survey industry trends. Complete benefits surveys and review information obtained from the results. Analyze complex benefits information. Forecast trends and assist with future benefit plan designs. Develop specific recommendations for review.
- Monitor administrative costs of benefits programs and recommend cost containment strategies, including alternative methods for administration and funding. Prepare budgetary recommendations and assist in the monitoring, verifying, and reconciling of budgeted funds.
- Provide customer service support to internal and external customers.
- Develop communication tools to enhance the understanding of the Cooperative's benefits package.
- Design and distribute materials for benefits orientations, open enrollment periods, and summary plan descriptions.
- Periodically reviews the functions and activities of the assigned area of responsibility and recommends to the V.P. of Human Resources, organizational changes in the structure necessary to accomplish established goals and objectives.
- Prepares information regarding benefits as required for labor negotiations.
- Responsible for overseeing and providing backup for the hourly payroll, tax reports, quarterly and yearly. Maintain files and records for retention of records.

- Assist and monitor Pension Plan Compliance. Assist in preparing and submitting the Mid-Year and Year End Testing. Including 5500 reports and filings.
- Assist and monitor Health Plan Compliance. Assist in preparing and submitting the documentation which includes 5500 reports and filing.
- Develop and stimulate morale and motivates team spirit and enthusiasm throughout the Cooperative.
- Be cognizant of the Labor Contract and how it relates to benefits.
- Set up and maintain internal controls in the handling of confidential information.
- Maintain a high level of confidentiality at all times.
- Personally establishes, sets up and maintains internal controls and security measures for the safe keeping and protection of all records, reports and computer equipment, etc.

Supervision/Reporting Relationships:

The above responsibilities are a guide and are not all-inclusive for the responsibilities of the position.

Reports to: V.P. of Human Resources
Receives Directives from: V.P. Human Resources
H.R. Department
CFO
President & CEO

Full authority to perform the duties and responsibilities of this position in conformity with established policies and procedures.

- Local, state and federal as they relate to employment practices and employee programs such as: Title VI, VII of EEOC and local and state ordinances.

Education:

- Bachelor's Degree in Human Resources, Business, Accounting or other related field. Experience in Human Resources and benefit administration may be substituted in lieu of part of the education requirements.
- Master's Degree preferred.
- SHRM-CP or SHRM-SCP and CEBS professional designations preferred.

Experience:

- Minimum 3 to 5 years' experience in a Human Resources related activity, including one (1) year experience in personnel and benefits. Experience with Cooperatives or in related utility industry along with Supervisory and/or training experience desirable. Additional education and/or experience in the following fields: Personnel Administration, Labor Relations and Compensation may be substituted in lieu of part of the experience requirement.

Additional Expectations:

- Attendance at seminars, conferences, safety meetings, training, and Members' Annual Meeting as requested or assigned.
- Cross train other personnel as needed.
- Extra hours may be necessary during emergencies or when workloads demand.

- Should have valid First Aid and CPR training/cards.
- Must be able to report/respond to work when needed.
- Perform such other activities as requested or assigned by the manager.
- Knowledge: Must possess an understanding of all Cooperative policies, special emphasis on those that relate to personnel activities. Must be familiar with laws,

Communication, Skills & Abilities:

- Excellent interpersonal and professional communication skills required.
- Ability to promote good relations between the Cooperative and its members.
- Ability to exercise professional judgement and personal accountability.
- Ability to communicate clearly, both orally and in writing, in English, is required.
- Capability to present oneself in a professional manner, at all times, when communicating with the following:
 - DEC members
 - DEC employees
 - General public
 - Agency Representatives

Certificates, Licenses, Registrations:

Must possess a current, valid driver's license recognized by the State of Delaware.

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.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. 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 may be made to enable individuals with disabilities to perform the essential functions.

Salary:

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

Exempt Status: This position is exempt from the overtime requirement of the Fair Labor Standards Act, as amended, and requires availability for emergencies, peak workloads, attendance at meetings, etc. at all times, without additional compensation.

Salary will be in accordance with the "Wage and Salary Plan of Delaware Electric Cooperative."

Signatures:

I, _____ (Employee's Name), have read and understand the foregoing position description.

Accepted By: _____
Employee Date

Approved By: _____
V.P. Human Resources Date

Accepted By: _____
CFO/SVP – Accounting & Finance Date

This document describes the position currently available. It is not an employment contract. Delaware Electric Cooperative reserves the right to modify job duties or job descriptions at any time.