

Coordinator III, Benefits Processing Supervisor

Position Details

Job Code: U7402

Reference Code: A727

Division/Unit: Business and Finance

Classification: Professional-Technical

Terms of Employment: [Step 40 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to plan, coordinate, and supervise management functions and staff activities of the Employee Benefits Department of the Clark County School District. This position is directly responsible to the Director III, Payroll/Employee Benefits, Payroll Department, Business and Finance Unit.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Coordinate and supervise the establishment and processing activities of all payroll deductions except taxes and garnishments.
2. Supervise and direct procedures for implementing health and life insurance programs.
3. Communicate with employees, employee associations, employee health trusts, agency representatives, and various insurance and benefit programs.
4. Analyze and query data to be utilized in the preparation of negotiation proposals for expiring insurance programs.

5. Coordinate all aspects of the benefits components within the Human Capital Management (HCM) system. Work directly with the technical team to develop and implement all enhancements and break fixes to the systems benefits components.
 6. Represent the District at the State of Nevada Insurance Benefits Committee for interpretation and changes in insurance guidelines, regulations, policies, and procedures.
 7. Coordinate with the District plan administrator for all 403(b)/457 deductions. Ensure that limits for the plans meet Internal Revenue Service (IRS) requirements.
 8. Analyze, develop, coordinate, and implement employee benefits and deduction programs to comply with federal mandates and employee contracts.
 9. Interpret and apply policies, rules, and regulations under authority of governing commission and state and federal legislation as related to employee benefits and deductions.
 10. Coordinate, communicate, and provide complex and detailed requirements on an ongoing basis to developers in the Technology and Information System Services (TISS) Division and Finance Services department for evolving development and integrated technical computerized programs to meet Affordable Care Act (ACA) requirements for health insurance and IRS requirements for health insurance accountability and reporting.
 11. Prepare purchase orders for all Health Trusts, Health Reimbursement Arrangement (HRA) accounts, and vendor insurance payments.
 12. Audit and reconcile Insurance premium payments including employee plan additions and deletions to ensure monthly payments are accurate.
 13. Coordinate with the benefits accountant to ensure that required audit and reconciliation of HRA worksheets and payment requests from the Director III meet the eligibility requirements as defined in the negotiated agreement.
 14. Recommend procedural changes to comply with District, state, federal, and contractual mandates.
 15. Plan and prepare annual and periodic internal/external audit requests, United States (US) Government Census requests, and public information requests.
 16. Coordinate with the benefits accountant to ensure vendor files generated in the Human Capital Management (HCM) system are transmitted accurately and in a timely manner to all CCSD vendors.
 17. Plan, coordinate, and train, staff activities.
 18. Supervise and evaluate the performance of assigned staff.
 19. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of health insurance trends, health insurance census reporting, and ACA requirements.
 2. Knowledge of employee benefit and insurance deduction practices and procedures.
 3. Knowledge of data configuration, processing, and analysis in an HCM system.
 4. Knowledge of payroll and benefits balancing, accounting, and reporting requirements.
 5. Knowledge of regulations, guidelines, and procedures as related to deductions (i.e., IRS ACA, Health Insurance Portability and Accountability Act (HIPAA)).
 6. Ability to exercise problem-solving techniques.
 7. Ability to perform complex mathematical computations.
 8. Ability to plan and organize work.
 9. Ability to develop and apply procedures.
 10. Ability to meet predetermined deadlines.
 11. Ability to develop, write, and query reports.
 12. Ability to work cooperatively with employees, the public, and other agencies.
 13. Ability to recognize and report hazards and apply safe work methods.
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Position Requirements

Education and Training

An earned bachelor's degree in a related field (i.e., accounting, finance, business, etc.), from an accredited college or university or currently serving as a professional-technical employee with the Clark County School District.

Licenses and Certifications

None specified.

Experience

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. Five (5) of payroll and benefits experience (i.e., employee benefits, payroll/accounting, etc.) which encompass complex analysis and processing of payroll and benefit/employee deductions.

Preferred Qualifications

1. Supervisory experience.

2. PeopleSoft Benefits Administration experience.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or military status or other characteristics protected by applicable law. Here at Clark County School District we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/02/22
- Created: 04/13/09