



OCHIN recognizes that people do their best work and are most satisfied when working in a healthy work environment. OCHIN seeks to nurture a healthy and productive work atmosphere that supports current members of the team and one that is eager to welcome and adapt to new members as they are added. The following values have been identified as essential characteristics and behaviors of OCHIN's work environment. They establish a framework for employee and organizational expectations about what it means to work at OCHIN. OCHIN's core values become **Respect- Excellence- Adaptability- Listening- Innovation- Teamwork- Integrity REALITI**

Role Name: HR/Benefits Coordinator

Department: Human Resources

Reports to: Director of People

Pay Range:

Depending Upon Experience and Level of Responsibility

Type of position:

- Full-time
- Part-time
- Temp Employee/Contractor
- Intern/

Hours/week: _____

- Exempt
- Nonexempt

Purpose of Role: The HR/Benefits Coordinator will perform administrative, coordination and support functions for the Human Resources Services program. The Assistant focuses on benefits administration, compliance, and management of employment information, records, and reports related to the personnel functions, and maintaining the HRIS system.

Responsibilities:

1. Benefits Administration

- Provides prompt, customer-oriented responses to employee benefit related questions/problems regarding group insurance programs.
- Works with providers to resolve problems whenever possible. Advises employee of their options.
- Coordinates procedures to initiate benefits such as disability insurance, FMLA/OFLA, medical insurance. Facilitates completion and submission of related forms within time limits. Monitors enrollment to ensure employees meet enrollment deadlines.
- Provides administrative support and coordination for activities related to open enrollment. Works with new employees to help them enroll them in company programs and acts as first point of contact for all benefits inquiries.
- Verifies the calculation of the monthly benefit premiums statements for all group insurance policies and reconciles the benefit bills against the current enrollment and changes. Resolves routine administrative problems with the carrier representatives.

2. Compliance

- Initiates record keeping and retrieval methods in compliance with government regulations. Submits data and documents as assigned.
- Tracks FMLA, OFLA, worker's compensation, personal and other leaves.
- Assists in the preparation of Form 5500, EEOC documentation and other reports.

3. HRIS (HR Information System)

- Works to setup, install and manage the HRIS system of Paychex.
- Maintains and updates new hire employee information, benefit enrollment data, and employee changes into HRIS system. Work closely with Director of HR & Payroll to coordinate inputting & updating of

employee data.

OCHIN - HR/Benefits Coordinator

- Updates and reviews HRIS computer database content. Maintains personnel files and keeps employee information confidential and files in a secure environment.
- Be back up person to payroll to be used in times of need.

4. Administration

- Ensures all employment and benefit forms and information are completed in a timely manner.
- Helps prepare for and sends out New Hire packets; coordinates New Hire Orientation meetings and new employee preparation.
- Works to setup, install and manage online benefit enrollment systems from benefit providers to allow greater control on make timely changes, reporting and access to current data.
- Assists with benefit/HR audit activities and preparation of reports as assigned.
- Updates company intranet webpage content for benefit/HR forms.
- Assists with analytics and data requests.
- Performs miscellaneous other duties as assigned.

5. Other duties as assigned

Preferred but not required qualifications are:

- PHR or CPP Certification.
- Familiarity with Paychex HRIS/payroll software.

Required Skills and Abilities:

- Associates degree in business, human resources, or other relevant discipline plus a minimum of three years experience in a full-service human resources environment and at least two years experience in benefits administration. Knowledge of payroll processing is ideal.
- General knowledge of FMLA, OFLA, COBRA and other state and federal laws.
- Highly proficient with PCs and Microsoft Office software including word processing, spreadsheet, presentation, and Outlook. Experienced with general office equipment.
- Excellent organizational, social, and problem-solving skills.
- Strong verbal, math, and analytical skills and excellent attention to detail.
- Highly professional appearance and demeanor.
- Demonstrated ability to work effectively in a fast moving environment with multiple demands and priorities. Ability to maintain professionalism in stressful situations with high emotional content.
- Demonstrated ability to make decisions independently and use initiative to accomplish complex assignments with general instruction and guidance.
- Demonstrated ability to exercise judgment and integrity on the job with confidentiality, tact, and diplomacy

Cultural Competencies:

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- Results-oriented team player, collaborator, and relationship builder whose can-do attitude inspires others; encourages great performance in a fast-moving environment.
- Thrives in a changing environment and is excited by the chance to play a large role. Possess strong communication skills, enjoys working with customers and our members, and able to effectively execute.
- We love people who are passionate about changing healthcare through the use of information technology.
- Embraces the ideas of others. Focuses on the ownership of outcomes for all members and cross-functional teams while connecting all aspects of the business.
- Works with a minimum of supervision and be capable of strategically prioritizing multiple tasks in a proactive manner.

Organizational Disclaimer

Role descriptions are designed to outline primary duties, responsibilities and qualification requirements, and should not limit additional duties and responsibilities assigned. It is our expectation that each employee offers their services wherever and whenever deemed necessary to ensure the success of the organization.

ADA Requirements

Constant interpersonal skills, teamwork, customer service, reading, speaking, writing and understanding English, and problem analysis. Frequent creativity, mentoring, presentations/teaching. Occasional decision making and independent judgment or action. Frequent keyboarding, sitting, standing, hearing and talking.

Reviewed with _____ on _____