



Recruitment Notice

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Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is Drug-Free Workplace. All applicants who are selected for employment may be subject to substance abuse screening.

Position: **Benefits Coordinator**
Requisition: **15-016**
Department: **Human Resources**
Position #: **0206-001**
Opening Date: **April 30, 2015**
Closing Date: **May 15, 2015 or until filled**
FLSA Status: **Non-Exempt**
Hourly Pay Range: **\$21.65 per hour - \$27.06 per hour**

GENERAL DESCRIPTION

This is responsible professional work administering employee wellness and benefits plans and programs. Employees in this job classification are expected to maintain full confidentiality and to exercise considerable independent judgment and knowledge in the performance of all job duties. Responsibilities include reconciling all monthly insurance statements and maintaining enrollment and membership for all employee benefits, including but not limited to defined benefit and defined contribution retirement plans, health, dental, life, supplemental life, and other ancillary insurance coverage. Employee is responsible for coordinating all open enrollment activities, managing the tuition reimbursement program, and serves as the point of contact for family medical leave (FMLA) requests.

ESSENTIAL JOB FUNCTION: *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Processes confidential matters as required.

Delivers superior internal and external customer service.

Analyzes and determines employee eligibility for health insurance benefits to ensure compliance

with the Patient Protection and Affordable Care Act (PPACA).

Plans and organizes open enrollment, information sessions, benefits workshops and health fairs.

Coordinates logistics and scheduling of vendor representatives and employees.

Processes and maintains records and claims for employee medical, dental, vision, flexible spending, deferred compensation, basic, supplemental life and other insurances and benefits.

Verifies eligibility requirements and accuracy of forms for enrollment, status changes, cancellations, beneficiary designation, retirement continuation, deferred compensation, etc.

Conducts research and advises of plan design changes for the City's benefits program which may be cost effective and/or beneficial to employees.

Prepares and distribute information to employees and retirees regarding open enrollment, insurance providers, and policy and/or rate changes.

Processes requests for participation in City's tuition reimbursement program. Reviews forms for accuracy, completion and compliance with City's policies and procedures.

Prepares and distributes notification/approval correspondence for request for Family Medical Leave. Review requests for completion and eligibility. Advise departments and/or payroll of approval and request of leave usage.

Performs duties in compliance with all applicable laws, and guidelines which regulate employee benefits including FRS, IRS, HIPPA, FMLA, COBRA, PPACA.

Reconciles monthly bills for insurance and other supplemental benefits and submit timely to Finance for payment.

Enroll and/or terminate employee benefits in City's HRIS and vendor systems to ensure accuracy on bills and deduction from employee paychecks.

Assist in the submission of paperwork to retirement system provider regarding initial or DROP enrollment.

Draft correspondence to employees, dependents, retirees, providers, and carriers.

Assist in the development of forms and policy and procedures related to benefits administration.

Ensures accurate input and data entry changes to employee benefits. Advise employee of discrepancies.

Gives notice of benefits orientation and changes to retired employees or those on FMLA.

Gathers and interprets data, and prepares reports and related documents for recommendations and decision making purposes.

Perform other related work as required.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

Knowledge of planning and implementation of benefits programs.

Knowledge of federal and state regulations governing insurance benefits and pension plans.

Knowledge of PPACA, HIPPA, FMLA and COBRA regulations.

Knowledge of related insurance statutes and regulations.

Knowledge and ability to use HRIS to input and maintain data, and generate reports.

Ability to exercise sound judgment in the performance of job duties.

Ability to interpret and apply complex benefits and benefits regulations, laws and terminology.

Ability to independent reconcile insurance statements.

Ability to develop and design benefits programs.

Ability to develop effective communication strategies and facilitate benefits training.

Ability to write reports and prepare reports spreadsheets.

Ability to analyze facts and exercise sound judgment.

Ability to research and solve problems.

Ability to present facts and make recommendations effectively, orally and in writing.

Ability to establish and maintain effective relationships with City officials, employees, insurance carriers, medical providers and the general public.

Ability to complete reports and maintain accurate records.

Ability to explain policies and procedures.

Ability to maintain records and files.

Ability to organize work and manage time.

Expert skills in the use of modern computer hardware and software including Office 365 and Windows software.

Skilled in crafting and delivering oral, written and PowerPoint presentations

Education & Experience Requirements:

Bachelor's degree in Human Resources Management, Public Administration, or closely related field of study. Masters or MBA with a concentration in Accounting and/or Human Resources preferred. Seven years (7) of professional work experiencing administering comprehensive employee benefits programs for large organizations. Knowledge of and experience implementing health insurance benefits in compliance with the Patient Protection and

Affordable Care Act (PPACA) and Florida Retirement System (FRS) and Deferred Compensation 457, Flexible Spending plans and programs, and the use of HRIS required. Designation as a Certified Benefits Specialist highly desired. Possess and maintain a valid Florida Driver's License at all times.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to fingers, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is moderately quiet. Work is performed in an office setting within a controlled environment.

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City of Miami Gardens Application Form to:**

**Human Resources Department, City of Miami Gardens
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Fax to: (305) 474-1286



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Requisition: **15-016**
Department: **Human Resources**
Position #: **0206-001**
Opening Date: **April 30, 2015**
Closing Date: **May 15, 2015 or until filled**
FLSA Status: **Non-Exempt**
Hourly Pay Range: **\$21.65 per hour - \$27.06 per hour**

GENERAL DESCRIPTION

This is responsible professional work administering employee wellness and benefits plans and programs. Employees in this job classification are expected to maintain full confidentiality and to exercise considerable independent judgment and knowledge in the performance of all job duties. Responsibilities include reconciling all monthly insurance statements and maintaining enrollment and membership for all employee benefits, including but not limited to defined benefit and defined contribution retirement plans, health, dental, life, supplemental life, and other ancillary insurance coverage. Employee is responsible for coordinating all open enrollment activities, managing the tuition reimbursement program, and serves as the point of contact for family medical leave (FMLA) requests.

ESSENTIAL JOB FUNCTION: *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Processes confidential matters as required.

Delivers superior internal and external customer service.

Analyzes and determines employee eligibility for health insurance benefits to ensure compliance

with the Patient Protection and Affordable Care Act (PPACA).

Plans and organizes open enrollment, information sessions, benefits workshops and health fairs.

Coordinates logistics and scheduling of vendor representatives and employees.

Processes and maintains records and claims for employee medical, dental, vision, flexible spending, deferred compensation, basic, supplemental life and other insurances and benefits.

Verifies eligibility requirements and accuracy of forms for enrollment, status changes, cancellations, beneficiary designation, retirement continuation, deferred compensation, etc.

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Prepares and distribute information to employees and retirees regarding open enrollment, insurance providers, and policy and/or rate changes.

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Reconciles monthly bills for insurance and other supplemental benefits and submit timely to Finance for payment.

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Assist in the submission of paperwork to retirement system provider regarding initial or DROP enrollment.

Draft correspondence to employees, dependents, retirees, providers, and carriers.

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Ensures accurate input and data entry changes to employee benefits. Advise employee of discrepancies.

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Perform other related work as required.

MINIMUM QUALIFICATIONS:

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Knowledge of federal and state regulations governing insurance benefits and pension plans.

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Knowledge of PPACA, HIPPA, FMLA and COBRA regulations.

Knowledge of related insurance statutes and regulations.

Knowledge and ability to use HRIS to input and maintain data, and generate reports.

Ability to exercise sound judgment in the performance of job duties.

Ability to interpret and apply complex benefits and benefits regulations, laws and terminology.

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Ability to present facts and make recommendations effectively, orally and in writing.

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Ability to explain policies and procedures.

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Ability to organize work and manage time.

Expert skills in the use of modern computer hardware and software including Office 365 and Windows software.

Skilled in crafting and delivering oral, written and PowerPoint presentations

Education & Experience Requirements:

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Requisition: **15-016**
Department: **Human Resources**
Position #: **0206-001**
Opening Date: **April 30, 2015**
Closing Date: **May 15, 2015 or until filled**
FLSA Status: **Non-Exempt**
Hourly Pay Range: **\$21.65 per hour - \$27.06 per hour**

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Processes confidential matters as required.

Delivers superior internal and external customer service.

Analyzes and determines employee eligibility for health insurance benefits to ensure compliance

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Plans and organizes open enrollment, information sessions, benefits workshops and health fairs.

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Reconciles monthly bills for insurance and other supplemental benefits and submit timely to Finance for payment.

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Assist in the submission of paperwork to retirement system provider regarding initial or DROP enrollment.

Draft correspondence to employees, dependents, retirees, providers, and carriers.

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Ensures accurate input and data entry changes to employee benefits. Advise employee of discrepancies.

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Prepares and distributes notification/approval correspondence for request for Family Medical Leave. Review requests for completion and eligibility. Advise departments and/or payroll of approval and request of leave usage.

Performs duties in compliance with all applicable laws, and guidelines which regulate employee benefits including FRS, IRS, HIPPA, FMLA, COBRA, PPACA.

Reconciles monthly bills for insurance and other supplemental benefits and submit timely to Finance for payment.

Enroll and/or terminate employee benefits in City's HRIS and vendor systems to ensure accuracy on bills and deduction from employee paychecks.

Assist in the submission of paperwork to retirement system provider regarding initial or DROP enrollment.

Draft correspondence to employees, dependents, retirees, providers, and carriers.

Assist in the development of forms and policy and procedures related to benefits administration.

Ensures accurate input and data entry changes to employee benefits. Advise employee of discrepancies.

Gives notice of benefits orientation and changes to retired employees or those on FMLA.

Gathers and interprets data, and prepares reports and related documents for recommendations and decision making purposes.

Perform other related work as required.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

Knowledge of planning and implementation of benefits programs.

Knowledge of federal and state regulations governing insurance benefits and pension plans.

Knowledge of PPACA, HIPPA, FMLA and COBRA regulations.

Knowledge of related insurance statutes and regulations.

Knowledge and ability to use HRIS to input and maintain data, and generate reports.

Ability to exercise sound judgment in the performance of job duties.

Ability to interpret and apply complex benefits and benefits regulations, laws and terminology.

Ability to independent reconcile insurance statements.

Ability to develop and design benefits programs.

Ability to develop effective communication strategies and facilitate benefits training.

Ability to write reports and prepare reports spreadsheets.

Ability to analyze facts and exercise sound judgment.

Ability to research and solve problems.

Ability to present facts and make recommendations effectively, orally and in writing.

Ability to establish and maintain effective relationships with City officials, employees, insurance carriers, medical providers and the general public.

Ability to complete reports and maintain accurate records.

Ability to explain policies and procedures.

Ability to maintain records and files.

Ability to organize work and manage time.

Expert skills in the use of modern computer hardware and software including Office 365 and Windows software.

Skilled in crafting and delivering oral, written and PowerPoint presentations

Education & Experience Requirements:

Bachelor's degree in Human Resources Management, Public Administration, or closely related field of study. Masters or MBA with a concentration in Accounting and/or Human Resources preferred. Seven years (7) of professional work experiencing administering comprehensive employee benefits programs for large organizations. Knowledge of and experience implementing health insurance benefits in compliance with the Patient Protection and

Affordable Care Act (PPACA) and Florida Retirement System (FRS) and Deferred Compensation 457, Flexible Spending plans and programs, and the use of HRIS required. Designation as a Certified Benefits Specialist highly desired. Possess and maintain a valid Florida Driver's License at all times.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

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The City of Miami Gardens is Drug-Free Workplace. All applicants who are selected for employment may be subject to substance abuse screening.

Position: **Benefits Coordinator**
Requisition: **15-016**
Department: **Human Resources**
Position #: **0206-001**
Opening Date: **April 30, 2015**
Closing Date: **May 15, 2015 or until filled**
FLSA Status: **Non-Exempt**
Hourly Pay Range: **\$21.65 per hour - \$27.06 per hour**

GENERAL DESCRIPTION

This is responsible professional work administering employee wellness and benefits plans and programs. Employees in this job classification are expected to maintain full confidentiality and to exercise considerable independent judgment and knowledge in the performance of all job duties. Responsibilities include reconciling all monthly insurance statements and maintaining enrollment and membership for all employee benefits, including but not limited to defined benefit and defined contribution retirement plans, health, dental, life, supplemental life, and other ancillary insurance coverage. Employee is responsible for coordinating all open enrollment activities, managing the tuition reimbursement program, and serves as the point of contact for family medical leave (FMLA) requests.

ESSENTIAL JOB FUNCTION: *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Processes confidential matters as required.

Delivers superior internal and external customer service.

Analyzes and determines employee eligibility for health insurance benefits to ensure compliance

with the Patient Protection and Affordable Care Act (PPACA).

Plans and organizes open enrollment, information sessions, benefits workshops and health fairs.

Coordinates logistics and scheduling of vendor representatives and employees.

Processes and maintains records and claims for employee medical, dental, vision, flexible spending, deferred compensation, basic, supplemental life and other insurances and benefits.

Verifies eligibility requirements and accuracy of forms for enrollment, status changes, cancellations, beneficiary designation, retirement continuation, deferred compensation, etc.

Conducts research and advises of plan design changes for the City's benefits program which may be cost effective and/or beneficial to employees.

Prepares and distribute information to employees and retirees regarding open enrollment, insurance providers, and policy and/or rate changes.

Processes requests for participation in City's tuition reimbursement program. Reviews forms for accuracy, completion and compliance with City's policies and procedures.

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Requisition: **15-016**
Department: **Human Resources**
Position #: **0206-001**
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Closing Date: **May 15, 2015 or until filled**
FLSA Status: **Non-Exempt**
Hourly Pay Range: **\$21.65 per hour - \$27.06 per hour**

GENERAL DESCRIPTION

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Plans and organizes open enrollment, information sessions, benefits workshops and health fairs.

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Ensures accurate input and data entry changes to employee benefits. Advise employee of discrepancies.

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MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

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Knowledge of related insurance statutes and regulations.

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Ability to exercise sound judgment in the performance of job duties.

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Expert skills in the use of modern computer hardware and software including Office 365 and Windows software.

Skilled in crafting and delivering oral, written and PowerPoint presentations

Education & Experience Requirements:

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Position: Benefits Coordinator
Requisition: 15-016
Department: Human Resources
Position #: 0206-001
Opening Date: April 30, 2015
Closing Date: May 15, 2015 or until filled
FLSA Status: Non-Exempt
Hourly Pay Range: \$21.65 per hour - \$27.06 per hour

GENERAL DESCRIPTION

This is responsible professional work administering employee wellness and benefits plans and programs. Employees in this job classification are expected to maintain full confidentiality and to exercise considerable independent judgment and knowledge in the performance of all job duties. Responsibilities include reconciling all monthly insurance statements and maintaining enrollment and membership for all employee benefits, including but not limited to defined benefit and defined contribution retirement plans, health, dental, life, supplemental life, and other ancillary insurance coverage. Employee is responsible for coordinating all open enrollment activities, managing the tuition reimbursement program, and serves as the point of contact for family medical leave (FMLA) requests.

ESSENTIAL JOB FUNCTION: *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Processes confidential matters as required.

Delivers superior internal and external customer service.

Analyzes and determines employee eligibility for health insurance benefits to ensure compliance

with the Patient Protection and Affordable Care Act (PPACA).

Plans and organizes open enrollment, information sessions, benefits workshops and health fairs.

Coordinates logistics and scheduling of vendor representatives and employees.

Processes and maintains records and claims for employee medical, dental, vision, flexible spending, deferred compensation, basic, supplemental life and other insurances and benefits.

Verifies eligibility requirements and accuracy of forms for enrollment, status changes, cancellations, beneficiary designation, retirement continuation, deferred compensation, etc.

Conducts research and advises of plan design changes for the City's benefits program which may be cost effective and/or beneficial to employees.

Prepares and distribute information to employees and retirees regarding open enrollment, insurance providers, and policy and/or rate changes.

Processes requests for participation in City's tuition reimbursement program. Reviews forms for accuracy, completion and compliance with City's policies and procedures.

Prepares and distributes notification/approval correspondence for request for Family Medical Leave. Review requests for completion and eligibility. Advise departments and/or payroll of approval and request of leave usage.

Performs duties in compliance with all applicable laws, and guidelines which regulate employee benefits including FRS, IRS, HIPPA, FMLA, COBRA, PPACA.

Reconciles monthly bills for insurance and other supplemental benefits and submit timely to Finance for payment.

Enroll and/or terminate employee benefits in City's HRIS and vendor systems to ensure accuracy on bills and deduction from employee paychecks.

Assist in the submission of paperwork to retirement system provider regarding initial or DROP enrollment.

Draft correspondence to employees, dependents, retirees, providers, and carriers.

Assist in the development of forms and policy and procedures related to benefits administration.

Ensures accurate input and data entry changes to employee benefits. Advise employee of discrepancies.

Gives notice of benefits orientation and changes to retired employees or those on FMLA.

Gathers and interprets data, and prepares reports and related documents for recommendations and decision making purposes.

Perform other related work as required.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

Knowledge of planning and implementation of benefits programs.

Knowledge of federal and state regulations governing insurance benefits and pension plans.

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Knowledge of related insurance statutes and regulations.

Knowledge and ability to use HRIS to input and maintain data, and generate reports.

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Ability to organize work and manage time.

Expert skills in the use of modern computer hardware and software including Office 365 and Windows software.

Skilled in crafting and delivering oral, written and PowerPoint presentations

Education & Experience Requirements:

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Requisition: **15-016**
Department: **Human Resources**
Position #: **0206-001**
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Closing Date: **May 15, 2015 or until filled**
FLSA Status: **Non-Exempt**
Hourly Pay Range: **\$21.65 per hour - \$27.06 per hour**

GENERAL DESCRIPTION

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GENERAL DESCRIPTION

This is responsible professional work administering employee wellness and benefits plans and programs. Employees in this job classification are expected to maintain full confidentiality and to exercise considerable independent judgment and knowledge in the performance of all job duties. Responsibilities include reconciling all monthly insurance statements and maintaining enrollment and membership for all employee benefits, including but not limited to defined benefit and defined contribution retirement plans, health, dental, life, supplemental life, and other ancillary insurance coverage. Employee is responsible for coordinating all open enrollment activities, managing the tuition reimbursement program, and serves as the point of contact for family medical leave (FMLA) requests.

ESSENTIAL JOB FUNCTION: *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Processes confidential matters as required.

Delivers superior internal and external customer service.

Analyzes and determines employee eligibility for health insurance benefits to ensure compliance

with the Patient Protection and Affordable Care Act (PPACA).

Plans and organizes open enrollment, information sessions, benefits workshops and health fairs.

Coordinates logistics and scheduling of vendor representatives and employees.

Processes and maintains records and claims for employee medical, dental, vision, flexible spending, deferred compensation, basic, supplemental life and other insurances and benefits.

Verifies eligibility requirements and accuracy of forms for enrollment, status changes, cancellations, beneficiary designation, retirement continuation, deferred compensation, etc.

Conducts research and advises of plan design changes for the City's benefits program which may be cost effective and/or beneficial to employees.

Prepares and distribute information to employees and retirees regarding open enrollment, insurance providers, and policy and/or rate changes.

Processes requests for participation in City's tuition reimbursement program. Reviews forms for accuracy, completion and compliance with City's policies and procedures.

Prepares and distributes notification/approval correspondence for request for Family Medical Leave. Review requests for completion and eligibility. Advise departments and/or payroll of approval and request of leave usage.

Performs duties in compliance with all applicable laws, and guidelines which regulate employee benefits including FRS, IRS, HIPPA, FMLA, COBRA, PPACA.

Reconciles monthly bills for insurance and other supplemental benefits and submit timely to Finance for payment.

Enroll and/or terminate employee benefits in City's HRIS and vendor systems to ensure accuracy on bills and deduction from employee paychecks.

Assist in the submission of paperwork to retirement system provider regarding initial or DROP enrollment.

Draft correspondence to employees, dependents, retirees, providers, and carriers.

Assist in the development of forms and policy and procedures related to benefits administration.

Ensures accurate input and data entry changes to employee benefits. Advise employee of discrepancies.

Gives notice of benefits orientation and changes to retired employees or those on FMLA.

Gathers and interprets data, and prepares reports and related documents for recommendations and decision making purposes.

Perform other related work as required.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

Knowledge of planning and implementation of benefits programs.

Knowledge of federal and state regulations governing insurance benefits and pension plans.

Knowledge of PPACA, HIPPA, FMLA and COBRA regulations.

Knowledge of related insurance statutes and regulations.

Knowledge and ability to use HRIS to input and maintain data, and generate reports.

Ability to exercise sound judgment in the performance of job duties.

Ability to interpret and apply complex benefits and benefits regulations, laws and terminology.

Ability to independent reconcile insurance statements.

Ability to develop and design benefits programs.

Ability to develop effective communication strategies and facilitate benefits training.

Ability to write reports and prepare reports spreadsheets.

Ability to analyze facts and exercise sound judgment.

Ability to research and solve problems.

Ability to present facts and make recommendations effectively, orally and in writing.

Ability to establish and maintain effective relationships with City officials, employees, insurance carriers, medical providers and the general public.

Ability to complete reports and maintain accurate records.

Ability to explain policies and procedures.

Ability to maintain records and files.

Ability to organize work and manage time.

Expert skills in the use of modern computer hardware and software including Office 365 and Windows software.

Skilled in crafting and delivering oral, written and PowerPoint presentations

Education & Experience Requirements:

Bachelor's degree in Human Resources Management, Public Administration, or closely related field of study. Masters or MBA with a concentration in Accounting and/or Human Resources preferred. Seven years (7) of professional work experiencing administering comprehensive employee benefits programs for large organizations. Knowledge of and experience implementing health insurance benefits in compliance with the Patient Protection and

Affordable Care Act (PPACA) and Florida Retirement System (FRS) and Deferred Compensation 457, Flexible Spending plans and programs, and the use of HRIS required. Designation as a Certified Benefits Specialist highly desired. Possess and maintain a valid Florida Driver's License at all times.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

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Position: **Benefits Coordinator**
Requisition: **15-016**
Department: **Human Resources**
Position #: **0206-001**
Opening Date: **April 30, 2015**
Closing Date: **May 15, 2015 or until filled**
FLSA Status: **Non-Exempt**
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Department: **Human Resources**
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Or

Fax to: (305) 474-1286



Recruitment Notice

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is Drug-Free Workplace. All applicants who are selected for employment may be subject to substance abuse screening.

Position: Benefits Coordinator
Requisition: 15-016
Department: Human Resources
Position #: 0206-001
Opening Date: April 30, 2015
Closing Date: May 15, 2015 or until filled
FLSA Status: Non-Exempt
Hourly Pay Range: \$21.65 per hour - \$27.06 per hour

GENERAL DESCRIPTION

This is responsible professional work administering employee wellness and benefits plans and programs. Employees in this job classification are expected to maintain full confidentiality and to exercise considerable independent judgment and knowledge in the performance of all job duties. Responsibilities include reconciling all monthly insurance statements and maintaining enrollment and membership for all employee benefits, including but not limited to defined benefit and defined contribution retirement plans, health, dental, life, supplemental life, and other ancillary insurance coverage. Employee is responsible for coordinating all open enrollment activities, managing the tuition reimbursement program, and serves as the point of contact for family medical leave (FMLA) requests.

ESSENTIAL JOB FUNCTION: *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Processes confidential matters as required.

Delivers superior internal and external customer service.

Analyzes and determines employee eligibility for health insurance benefits to ensure compliance

with the Patient Protection and Affordable Care Act (PPACA).

Plans and organizes open enrollment, information sessions, benefits workshops and health fairs.

Coordinates logistics and scheduling of vendor representatives and employees.

Processes and maintains records and claims for employee medical, dental, vision, flexible spending, deferred compensation, basic, supplemental life and other insurances and benefits.

Verifies eligibility requirements and accuracy of forms for enrollment, status changes, cancellations, beneficiary designation, retirement continuation, deferred compensation, etc.

Conducts research and advises of plan design changes for the City's benefits program which may be cost effective and/or beneficial to employees.

Prepares and distribute information to employees and retirees regarding open enrollment, insurance providers, and policy and/or rate changes.

Processes requests for participation in City's tuition reimbursement program. Reviews forms for accuracy, completion and compliance with City's policies and procedures.

Prepares and distributes notification/approval correspondence for request for Family Medical Leave. Review requests for completion and eligibility. Advise departments and/or payroll of approval and request of leave usage.

Performs duties in compliance with all applicable laws, and guidelines which regulate employee benefits including FRS, IRS, HIPPA, FMLA, COBRA, PPACA.

Reconciles monthly bills for insurance and other supplemental benefits and submit timely to Finance for payment.

Enroll and/or terminate employee benefits in City's HRIS and vendor systems to ensure accuracy on bills and deduction from employee paychecks.

Assist in the submission of paperwork to retirement system provider regarding initial or DROP enrollment.

Draft correspondence to employees, dependents, retirees, providers, and carriers.

Assist in the development of forms and policy and procedures related to benefits administration.

Ensures accurate input and data entry changes to employee benefits. Advise employee of discrepancies.

Gives notice of benefits orientation and changes to retired employees or those on FMLA.

Gathers and interprets data, and prepares reports and related documents for recommendations and decision making purposes.

Perform other related work as required.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

Knowledge of planning and implementation of benefits programs.

Knowledge of federal and state regulations governing insurance benefits and pension plans.

Knowledge of PPACA, HIPPA, FMLA and COBRA regulations.

Knowledge of related insurance statutes and regulations.

Knowledge and ability to use HRIS to input and maintain data, and generate reports.

Ability to exercise sound judgment in the performance of job duties.

Ability to interpret and apply complex benefits and benefits regulations, laws and terminology.

Ability to independent reconcile insurance statements.

Ability to develop and design benefits programs.

Ability to develop effective communication strategies and facilitate benefits training.

Ability to write reports and prepare reports spreadsheets.

Ability to analyze facts and exercise sound judgment.

Ability to research and solve problems.

Ability to present facts and make recommendations effectively, orally and in writing.

Ability to establish and maintain effective relationships with City officials, employees, insurance carriers, medical providers and the general public.

Ability to complete reports and maintain accurate records.

Ability to explain policies and procedures.

Ability to maintain records and files.

Ability to organize work and manage time.

Expert skills in the use of modern computer hardware and software including Office 365 and Windows software.

Skilled in crafting and delivering oral, written and PowerPoint presentations

Education & Experience Requirements:

Bachelor's degree in Human Resources Management, Public Administration, or closely related field of study. Masters or MBA with a concentration in Accounting and/or Human Resources preferred. Seven years (7) of professional work experiencing administering comprehensive employee benefits programs for large organizations. Knowledge of and experience implementing health insurance benefits in compliance with the Patient Protection and

Affordable Care Act (PPACA) and Florida Retirement System (FRS) and Deferred Compensation 457, Flexible Spending plans and programs, and the use of HRIS required. Designation as a Certified Benefits Specialist highly desired. Possess and maintain a valid Florida Driver's License at all times.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to fingers, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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Position: **Benefits Coordinator**
Requisition: **15-016**
Department: **Human Resources**
Position #: **0206-001**
Opening Date: **April 30, 2015**
Closing Date: **May 15, 2015 or until filled**
FLSA Status: **Non-Exempt**
Hourly Pay Range: **\$21.65 per hour - \$27.06 per hour**

GENERAL DESCRIPTION

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Delivers superior internal and external customer service.

Analyzes and determines employee eligibility for health insurance benefits to ensure compliance

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Plans and organizes open enrollment, information sessions, benefits workshops and health fairs.

Coordinates logistics and scheduling of vendor representatives and employees.

Processes and maintains records and claims for employee medical, dental, vision, flexible spending, deferred compensation, basic, supplemental life and other insurances and benefits.

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Performs duties in compliance with all applicable laws, and guidelines which regulate employee benefits including FRS, IRS, HIPPA, FMLA, COBRA, PPACA.

Reconciles monthly bills for insurance and other supplemental benefits and submit timely to Finance for payment.

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Draft correspondence to employees, dependents, retirees, providers, and carriers.

Assist in the development of forms and policy and procedures related to benefits administration.

Ensures accurate input and data entry changes to employee benefits. Advise employee of discrepancies.

Gives notice of benefits orientation and changes to retired employees or those on FMLA.

Gathers and interprets data, and prepares reports and related documents for recommendations and decision making purposes.

Perform other related work as required.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

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Knowledge of related insurance statutes and regulations.

Knowledge and ability to use HRIS to input and maintain data, and generate reports.

Ability to exercise sound judgment in the performance of job duties.

Ability to interpret and apply complex benefits and benefits regulations, laws and terminology.

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Skilled in crafting and delivering oral, written and PowerPoint presentations

Education & Experience Requirements:

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Department: **Human Resources**
Position #: **0206-001**
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FLSA Status: **Non-Exempt**
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GENERAL DESCRIPTION

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Requisition: **15-016**
Department: **Human Resources**
Position #: **0206-001**
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FLSA Status: **Non-Exempt**
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Knowledge, Skills and Abilities:

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Knowledge of related insurance statutes and regulations.

Knowledge and ability to use HRIS to input and maintain data, and generate reports.

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Education & Experience Requirements:

Bachelor's degree in Human Resources Management, Public Administration, or closely related field of study. Masters or MBA with a concentration in Accounting and/or Human Resources preferred. Seven years (7) of professional work experiencing administering comprehensive employee benefits programs for large organizations. Knowledge of and experience implementing health insurance benefits in compliance with the Patient Protection and

Affordable Care Act (PPACA) and Florida Retirement System (FRS) and Deferred Compensation 457, Flexible Spending plans and programs, and the use of HRIS required. Designation as a Certified Benefits Specialist highly desired. Possess and maintain a valid Florida Driver's License at all times.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS:

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.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is frequently required to walk; use hands to fingers, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is moderately quiet. Work is performed in an office setting within a controlled environment.

**To apply please complete and deliver a
City of Miami Gardens Application Form to:**

**Human Resources Department, City of Miami Gardens
18605 NW 27 Avenue, First Floor, Suite 126 East
Miami Gardens, FL 33056**

Or

Fax to: (305) 474-1286



Recruitment Notice

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is Drug-Free Workplace. All applicants who are selected for employment may be subject to substance abuse screening.

Position: **Benefits Coordinator**
Requisition: **15-016**
Department: **Human Resources**
Position #: **0206-001**
Opening Date: **April 30, 2015**
Closing Date: **May 15, 2015 or until filled**
FLSA Status: **Non-Exempt**
Hourly Pay Range: **\$21.65 per hour - \$27.06 per hour**

GENERAL DESCRIPTION

This is responsible professional work administering employee wellness and benefits plans and programs. Employees in this job classification are expected to maintain full confidentiality and to exercise considerable independent judgment and knowledge in the performance of all job duties. Responsibilities include reconciling all monthly insurance statements and maintaining enrollment and membership for all employee benefits, including but not limited to defined benefit and defined contribution retirement plans, health, dental, life, supplemental life, and other ancillary insurance coverage. Employee is responsible for coordinating all open enrollment activities, managing the tuition reimbursement program, and serves as the point of contact for family medical leave (FMLA) requests.

ESSENTIAL JOB FUNCTION: *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Processes confidential matters as required.

Delivers superior internal and external customer service.

Analyzes and determines employee eligibility for health insurance benefits to ensure compliance

with the Patient Protection and Affordable Care Act (PPACA).

Plans and organizes open enrollment, information sessions, benefits workshops and health fairs.

Coordinates logistics and scheduling of vendor representatives and employees.

Processes and maintains records and claims for employee medical, dental, vision, flexible spending, deferred compensation, basic, supplemental life and other insurances and benefits.

Verifies eligibility requirements and accuracy of forms for enrollment, status changes, cancellations, beneficiary designation, retirement continuation, deferred compensation, etc.

Conducts research and advises of plan design changes for the City's benefits program which may be cost effective and/or beneficial to employees.

Prepares and distribute information to employees and retirees regarding open enrollment, insurance providers, and policy and/or rate changes.

Processes requests for participation in City's tuition reimbursement program. Reviews forms for accuracy, completion and compliance with City's policies and procedures.

Prepares and distributes notification/approval correspondence for request for Family Medical Leave. Review requests for completion and eligibility. Advise departments and/or payroll of approval and request of leave usage.

Performs duties in compliance with all applicable laws, and guidelines which regulate employee benefits including FRS, IRS, HIPPA, FMLA, COBRA, PPACA.

Reconciles monthly bills for insurance and other supplemental benefits and submit timely to Finance for payment.

Enroll and/or terminate employee benefits in City's HRIS and vendor systems to ensure accuracy on bills and deduction from employee paychecks.

Assist in the submission of paperwork to retirement system provider regarding initial or DROP enrollment.

Draft correspondence to employees, dependents, retirees, providers, and carriers.

Assist in the development of forms and policy and procedures related to benefits administration.

Ensures accurate input and data entry changes to employee benefits. Advise employee of discrepancies.

Gives notice of benefits orientation and changes to retired employees or those on FMLA.

Gathers and interprets data, and prepares reports and related documents for recommendations and decision making purposes.

Perform other related work as required.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities:

Knowledge of planning and implementation of benefits programs.

Knowledge of federal and state regulations governing insurance benefits and pension plans.

Knowledge of PPACA, HIPPA, FMLA and COBRA regulations.

Knowledge of related insurance statutes and regulations.

Knowledge and ability to use HRIS to input and maintain data, and generate reports.

Ability to exercise sound judgment in the performance of job duties.

Ability to interpret and apply complex benefits and benefits regulations, laws and terminology.

Ability to independent reconcile insurance statements.

Ability to develop and design benefits programs.

Ability to develop effective communication strategies and facilitate benefits training.

Ability to write reports and prepare reports spreadsheets.

Ability to analyze facts and exercise sound judgment.

Ability to research and solve problems.

Ability to present facts and make recommendations effectively, orally and in writing.

Ability to establish and maintain effective relationships with City officials, employees, insurance carriers, medical providers and the general public.

Ability to complete reports and maintain accurate records.

Ability to explain policies and procedures.

Ability to maintain records and files.

Ability to organize work and manage time.

Expert skills in the use of modern computer hardware and software including Office 365 and Windows software.

Skilled in crafting and delivering oral, written and PowerPoint presentations

Education & Experience Requirements:

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