

Missouri Department of Transportation

Code: R04065

Title: Senior Benefits Specialist

Exemption Status: Exempt

Grade: 15

Job Description

Effective Date 04-01-2013

**Replaces
(Effective Date)** 03-01-2008

General Summary The senior benefits specialist performs varied and complex activities as a lead worker for the administration of principal benefits offered by the department. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Business Administration, Finance, Marketing, or related field
Four years of experience in positions related to business, marketing, or benefits administration.

**Supervisory
Responsibilities** Lead Worker Only

Location Central Office - Risk and Benefits Management

**Special Working
Conditions/Job
Characteristics** Job requires occasional, statewide, overnight travel.

Examples of Work

- (1) Plans, directs, and leads the work of the employee benefits unit as well as reviews and evaluates the work of the technicians and clerical staff for accuracy, efficiency, compliance with proper procedures, and makes recommendations for improved business practices.
- (2) Acts as a liaison for department benefits between participants/members, employees, retirees, plans administrators, boards of trustees, and providers.
- (3) Develops and coordinates programs and materials for presentation of benefits for new employee orientation and enrollment sessions, pre-retirement seminars, statewide insurance meetings, training sessions, and other informational meetings; analyzes program content and updates as needed.
- (4) Coordinates the implementation, updates, and maintenance of the benefit administration software; provides support for and resolves issues pertaining to the software.
- (5) Provides employee benefit advisory assistance to supervisors and employees statewide; counsels employees on benefit options.
- (6) Monitors and researches new laws, regulations, and changes pertaining to benefits; recommends improvements or required changes to benefits to comply with laws and to assist the department in maintaining a contemporary benefits package.

- (7) Evaluates and develops internal policies, procedures, manuals, handbooks, forms and creation of reports.
- (8) Analyzes applications for disability and recommends approval or denial of benefits.
- (9) Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- (10) Performs other responsibilities as required or assigned.

The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.