Missouri Department of Transportation

Code: R04066
Title: Intermediate Benefits Specialist
Exemption Status: Non-Exempt
Grade: 13

Job Description

Effective Date
04-01-2013

Replaces (Effective Date)
03-01-2008

General Summary
The intermediate benefits specialist performs varied and moderately complex activities in the areas of principal benefits offered by the department. Responsibilities are performed under moderate supervision.

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

Supervisory Responsibilities
None

Location
Central Office - Risk and Benefits Management

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

Examples of Work

1. Acts as a liaison for department benefits between participants/members, employees, plans administrators, boards of trustees, and providers.
2. 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.
3. Provides employee benefit advisory assistance to supervisors and employees statewide; counsels employees on benefit options.
4. Assists in monitoring and researching 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.
5. Evaluates and develops internal policies, procedures, manuals, handbooks, forms, and creation of reports.
6. 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.