

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.