

# Missouri Department of Transportation

Code: R04064

Title: Benefits Specialist

Exemption Status: Non-Exempt

Grade: 11

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## **Job Description**

**Effective Date** 04-01-2013

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

**General Summary** The benefits specialist performs routine entry level activities in the areas of principal benefits offered by the department. Responsibilities are performed under direct supervision.

**Minimum/Required  
Qualifications** Bachelor's Degree: Business Administration, Finance, Marketing, or related field

**Supervisory  
Responsibilities** None

**Location** Central Office - Risk and Benefits Management

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

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## **Examples of Work**

- (1) Assists in liaison duties for department benefits between participants/members, employees, plans administrators, boards of trustees, and providers.
- (2) Assists in the development and coordination of 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.
- (3) Provides employee benefit advisory assistance to supervisors and employees statewide; assists in counseling 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) Assists in evaluation and development of 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.