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### **Coordinator of PEBA/Benefits Job Posting**

**Role:** Coordinator of PEBA/Benefits

**Location:** Charter Institute at Erskine

**Reports to:** Executive Director of School Support

**Salary Range:** \$40,000 - \$50,000

**FLSA Status:** Exempt

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### **General Statement of Job**

The Coordinator of PEBA/Benefits provides support to the Institute schools as the lead benefits administrator (BA). Under the direction of the Executive Director of School Support, the Coordinator of PEBA/Benefits will maintain all necessary and appropriate records, files, and processes to ensure the smooth and compliant operations of PEBA health and retirement systems to schools who choose to enter into agreement to offer these services.

### **Essential Duties and Responsibilities of Executive Director of School Support**

➤ **Duties and Responsibilities**

- Process, verify, coordinate, and maintain all PEBA related documentation to include Summary of Enrollment, Changes, Terminations and COBRA notifications.
- Assist with PEBA reconciliation, verification, and billing process.
- Process all COBRA notifications in accordance with employee/dependent status (i.e., initial, 18 months, and 36 months) to ensure notifications are sent in accordance with applicable federal law.
- Provide personal assistance to schools when necessary, including quick turn around on general questions and resolution of problems, issues or conflicts on more complex requests.
- Responsible for management of all PEBA processes, including enrollment, terminations, transfers and open enrollment.
- Lead contact for all Open Enrollment inquiries.
- Manage PEBA MoneyPlus, Medical billing, Affordable Care Act (ACA), SLTD billings, and reports.
- Serves as the Institute's Wellness Coordinator working with PEBA to keep employees informed of perks and options.
- Assist and learn from the Executive Director on other areas in that department.



- Assist with update of HR and Benefits section on Institute website.
- Provide Institute staff support, when needed.
- Assist CEO and Director with Institute Operations as needed.
- Attend PEBA training on offerings and processes with PEBA.
- Ensure Institute has required employment law posters posted in conspicuous location and ensure Portfolio schools are aware of employment law poster requirements.
- Assist in training school based PEBA Coordinators and/or School Leaders on PEBA process, reports, and billings and applicable federal, state, and local employment law.
- Maintain list of key contacts for PEBA and/or Human Resources at each school
- Other duties as assigned.

➤ **Professional Duties and Responsibilities**

- Works in the best interest of the Institute and puts the mission of the Institute as a top priority.
- Maintain a professional relationship with all employees of PEBA and the Institute
- Willing to serve the schools and students of South Carolina.
- Commits to the learning and use of new software and technology.
- Regularly tracks and logs the progress of on-going projects.
- Participates in staff meetings, trainings, conferences, and professional development sessions.
- Communicate effectively with colleagues and supervisors on a regular basis.
- Maintain confidentiality as required by the Institute and by law.
- Ability to travel within the State of South Carolina to conduct school visits.
- Other duties as assigned.

**Key Behavioral Competencies and Qualifications**

- **Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information.
- **Language Ability:** Requires the ability to speak before audience with poise, voice control and confidence.
- **Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow and give verbal and written instructions; to counsel and teach employees. Must be able to communicate effectively and efficiently.
- **Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress when confronted with emergency situations or tight deadlines. The worker may be subject to tension as a regular, consistent part of the job.



**Background, Experience and Education**

- Bachelor's degree preferred.
- Experience with insurance, such as PEBA preferred.
- Strong written and verbal skills required.
- Proficiency with Microsoft Excel, PowerPoint, Word, and Outlook required.
- Operates general office equipment such as computers, copiers, printers, etc.
- Ability and availability to travel to office in Columbia at least 2 days a week.
- High degree of flexibility.
- Ability to thrive in a fast-paced work environment.

**Disclaimer**

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.