



## **Technical Professional – Senior HR Coordinator, Benefits - 400700**

**Start Date:** Summer Semester 2015

**Location:** Red Rocks Community College, Lakewood, Colorado

**Compensation & Benefits:** \$46,000 – 50,600/annualized. RRCC also offers a comprehensive benefits package. Details at <http://www.rrcc.edu/human-resources/benefits-information>.

**Application Close Date:** Complete application packets must be received in RRCC Human Resources by 5:00 p.m. MST on April 17, 2015.

### **Responsibilities**

Coordinates benefit programs for Classified and non-Classified staff. Interprets and implements benefits policies and procedures established by the State Benefits unit and SBCCOE. Counsels and advises employees on benefit program options eligibility requirements. Resolves benefit issues and problems by intervening with various insurance carriers and external vendors. Coordinates benefits open enrollment process. Responsible for auditing and verifying various personnel and payroll transactions for completeness and accuracy including auditing forms such as insurance, enrollment/claims. Counsels and assists retirees with inquiries and problems regarding insurance, claims, retirement matters and in understanding policies and procedures related to payroll and/or benefits. Analyzes trends in benefits administration as it relates to short and long-term departmental strategic planning. Conducts new employee orientation for all benefits eligible employees. Coordinates the Onboarding process for new, full-time employees. Plans, directs and executes leave of absence matters for employees which includes communication to the System human resource office and/or general agencies (worker's compensation, disability carriers, etc.) for clarification and filing of required documents. Coordinates the worker's compensation program for Red Rocks Community College. Acts as the first point of contact for the College when interacting with supervisors, physicians, and the insurance companies in regard to first-report of injury and injuries sustained by employees while in an employed status. Functions as a liaison between the College and Workers Compensation vendor. Collaborates with the Executive Director of Human Resources to respond for the College in any administrative hearings. Assures data needed from

appropriate requesters is accurate and timely. Audits and reconciles leave requests as well as compensatory time for non-exempt staff. Coordinates COBRA, STD, LTD, and FMLA programs for employees to ensure that claims and bills are processed by functioning as liaison between campus and external vendors. Interprets and advises Classified and non-classified staff on these programs. Tracks related information for reporting purposes. Coordinates and tracks application of sick leave, annual leave, and LWOP for employees on FMLA. Under the direction and in collaboration with the Executive Director, facilitates ADA administration/interactive process. Attends professional development to keep current/abreast of statute and regulatory changes. Develop & Manage RRCC Wellness program and coordinates with constituencies and outside entities to establish and enhance employees experience.

### Qualifications

**Minimum Qualifications:** The formal educational equivalent of a bachelors' degree in human resources, public administration or a related field (year for year of related experience may be counted). Two (2) years of benefits administration or closely related experience. Ability to interpret and apply administrative and department policies, regulations, and rules. Ability to utilize computer technology to access data, maintain records, review and generate reports. Requires the ability to communicate effectively with individuals from diverse backgrounds. Familiar with federal and state requirements, including but not limited to: ERISA, ADA FMLA, COBRA, HIPAA, Unemployment Insurance, and Workers Compensation. Experience in assisting with benefits administration such as 125 plans, health insurance, open enrollment, and various other insurance program. Strong written and verbal communication skills. Intermediate to proficient skill in Microsoft Desktop applications. Superior customer service skills. Commitment to building/creating an inclusive work environment.

**Preferred Qualifications:** Bachelor's degree in Human Resources Management. Certification from Society of Human Resource Management (SHRM) Higher Education benefits coordination experience. Experience in HRIS Higher Education software.

### To Apply

To apply for this position the following are required: (1) A completed RRCC employment application (**Only information contained on the application will be used to determine if applicants meet minimum qualifications. Please use dates.**), (2) A cover letter, (3) A resume or CV, (4) Unofficial transcripts (official transcripts will be required for the position finalist).

Notice: All areas of the employment application must be completed in full for consideration. **A resume will not be accepted in place of a completed application. A response of "see resume" will not be considered.**

### About Red Rocks Community College

Located at the foot of the Rocky Mountains in Lakewood, Colorado, Red Rocks Community College offers more than 150 programs and 650 courses leading to two-year degrees or professional certificates.

Red Rocks has campuses in Lakewood and Arvada. Courses are delivered in formats from traditional classroom to online to self-paced and weekend classes.

Since 1969, Red Rocks Community College has delivered quality education to an eclectic mix of students of all ages, incomes and backgrounds. For many of our 15,000 annual students, Red Rocks is the convenient community college just down the street. For others, a Red Rocks program or course is worth traveling halfway around the world.

Please follow this link for an application: <http://www.rrcc.edu/human-resources/jobs>. Application documents may be emailed to [hrjobs@rrcc.edu](mailto:hrjobs@rrcc.edu) or mailed directly to:

## Red Rocks Community College | Position Announcement

Red Rocks Community College  
13300 W. Sixth Avenue, Campus Box 17  
Lakewood, CO 80228-1255  
Phone: 303-914-6570  
FAX: 303-914-6800

Red Rocks Community College is committed to diversity in its people and programs. The College is an equal opportunity educational institution and does not discriminate on the basis of disability, race, creed, color, sex/gender, sexual orientation gender identity, religion, age, national/ ethnic origin, pregnancy status, veteran's status, genetic information, physical or mental disability, or any other category protected by applicable law, in its employment practices or educational programs and activities.

RRCC has designated the Executive Director of Human Resources as its Affirmative Action Officer/Equal Opportunity Administrator/Title IX Administrator with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact Dr. Bill Dial, Executive Director of Human Resources, Title IX Coordinator, Title VII/Equal Opportunity Coordinator, ADA/Sec 504 Coordinator, 13300 West Sixth Avenue, Lakewood, CO 80228. 303-914-6298. [Bill.Dial@rrcc.edu](mailto:Bill.Dial@rrcc.edu)

Reasonable accommodation will be provided upon request for persons with disabilities. If you are a person with a disability who requires an accommodation to participate in the application process, please notify Human Resources at 303-914-6570.

Effective July 1, 2003, it is Red Rocks Community College procedure to conduct pre-employment background checks on all employment finalists to determine or verify background information, including criminal history, references from previous employment, qualifications, and, when applicable, driving history. Employment offers are contingent upon receiving a satisfactory report.

*For information regarding Red Rocks Community College security, including crime statistics for the Red Rocks Community College Lakewood and Arvada campuses, please see the Red Rocks Community College campus security website at: <http://www.rrcc.edu/police/>. For a hard copy report please contact 303.914.6498.*