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**POSITION DESCRIPTION INFORMATION**


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To edit an approved Position Description scroll to the bottom of the form and press Update PD  
Click OK in the pop-up window that appears to reset the approval process

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**POSITION INFORMATION**


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| <b>Type of Action Requested:*</b>         | New (Create a new Position Description)  |
| <b>Internal Team:*</b>                    | FL-Total Wellness - 10035  |
| <b>Job Code/Employee Classification:*</b> | Admin Support Coord 12 Mo<br><u>Job Code: 1035</u>   |
| <b>Classification Title:</b>              | Administrative Support Coordinator I   |
| <b>MPP Job Code:</b>                      |  |
| <b>Position Number:</b>                   | No position selected.  |
| <b>CSU Working Title:*</b>                | Benefit Coordinator (Administrative Support Coordinator I)                                   |
| <b>Salary Range/Grade:</b>                | 1035-COORDINATOR I-Grade-1<br>Minimum: \$ 3,864.00<br>Maximum: \$ 6,072.00<br>Pay Frequency: |
| <b>Reports to Supervisor:</b>             | Delta Williams   |
| <b>Reports To:*</b>                       | Manager of Benefits & Retirement Services<br><u>Position no: FL-10004708</u>                 |
| <b>Campus:*</b>                           | Fullerton  |
| <b>Division:*</b>                         | Vice President of HR   |
| <b>College/Program:*</b>                  | Human Resource Services  |
| <b>Department:*</b>                       | Total Wellness - 10035   |
| <b>FLSA Status:</b>                       | Non-Exempt   |
| <b>Hiring Type:</b>                       | Probationary   |
| <b>Workplace Type (Exclude Inst Fac):</b> | On-site (work in-person at business location)  |
| <b>Pay Plan:</b>                          | 12 Months  |
| <b>Pay Plan Months Off:</b>               |  |

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**POSITION DESIGNATION**


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| <b>Mandated Reporter:*</b>                                     | Limited - The person holding this position is considered a limited mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083, revised July 21, 2017. |
| <b>Conflict of Interest:*</b>                                  | None  |
| <b>NCAA:</b>   | <input type="radio"/> Yes <input checked="" type="radio"/> No   |
| <b>Is this a Sensitive Position?:</b>                          | <input type="radio"/> Yes <input checked="" type="radio"/> No   |
| <b>Care of People (including minors) Animals and Property:</b> | No  |
| <b>Authority to commit financial resources:</b>                | No  |
| <b>Access/control over cash cards and expenditure:</b>         | No  |
| <b>Access/possession of master/sub-master keys:</b>            | No  |
| <b>Access to controlled or hazardous substances:</b>           | No  |
| <b>Access/responsibility to personal info:</b>                 | Yes   |
| <b>Control over Campus business processes:</b>                 | No  |
| <b>Responsibilities requiring license or other:</b>            | No  |
| <b>Responsibility for use of commercial equipment:</b>         | No  |
| <b>Is this a Campus Security Authority (CSA):</b>              | <input type="radio"/> Yes <input checked="" type="radio"/> No   |
| <b>Serves a security function:</b>                             | No  |

**Designated recipient for crime/misconduct reports:** No

**Significant responsibility for Student Activities:** No

**Significant responsibility for Campus Activities:** No

**Job Summary/Basic Function:\***

Under the direction of the Benefits Manager, the Benefit Coordinator I is responsible for processing employee health benefit transactions and performing reconciliation and review for accuracy with general supervision. Processes transactions to medical, dental, vision, life insurance, LTD plans, COBRA, FlexCash, flexible spending accounts, tax-deferred voluntary retirement programs, CalPERS retirement, and PST retirement. Maintains files, processes documents and records, gathers data, and interacts with and solves problems for work unit customers and staff. Reviews daily EHDB report generated in SCO PIMS system for benefits eligibility and all employee transactions. Utilizes other PeopleSoft and PIMS/CIRS reports to facilitate employee benefit transactions. Reconciles the CalPERS interface results and related corrections in PeopleSoft as needed. Interprets and applies federal, state, CSU, CalPERS, collective bargaining agreements, and campus policy related to employee benefits. Provides benefit information and consultative services to faculty, staff and management employees. Reviews and signs documents for submission to the SCO. Runs the PSR interface both outbound and inbound daily, audits PSR error report and fixes errors. Works collaboratively with HRDI areas and serves as benefit liaison to the campus community. Engages in training activities. They will also assist the Director of Total Wellness with events, department communication and maintenance of department website. Other duties as assigned.

**Minimum Qualifications:\***

High School diploma or the equivalent and four years of progressively responsible experience in general office, clerical or secretarial work or the equivalent. Thorough, detailed knowledge of applicable university infrastructure, policies, and procedures. Thorough knowledge of English grammar, punctuation, and spelling. Thorough knowledge of office systems with the ability to use a range of technology, systems and software packages. Ability to independently handle multiple work unit priorities and projects. Ability to apply a variety of policies and procedures where specific guidelines may not exist. Working knowledge of budget policies and procedures. Ability to perform standard business math including calculating ratios and percentages, tracking financial data, and making simple projections. Ability to draft and compose correspondence and standard reports. Ability to handle effectively a broad range of interpersonal contacts including those at a higher level and those sensitive in nature.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

**Required Qualifications:**

**Preferred Qualifications:**

Demonstrated general HR experience working in higher education or government environment. Understanding of the CSU benefits program. Experience working with collective bargaining agreements, CSU Policies and Procedures, CSUF Policy, and Education Codes. Ability to utilize specialized software such as PeopleSoft, Microsoft Office, FileNet, PIMS, and HR retrieval report management tools. Experience working with diverse populations.

**Special Conditions:**

**License / Certification:**

A Valid California Driver's License.

**Supervises Employees:\***

Yes  No

**If position supervises other employees; list position titles:**

## Job Duties

### JOB DUTIES

| % of time | Duties / Responsibilities   | Essential / Marginal |
|-----------|---|----------------------|
| 70%       | Administration Operational Responsibilities<br>Day-to-day benefit operations for assigned staff in accordance with policies and procedures established in the State Administrative Manual, Payroll procedures manual, IRS regulations, Affordable Care Act, Education Code, Title 5, CalPERS State Manual and CSUF policy. Consults with management on the interpretation of federal and state employment laws, CSU policies and guidelines, education codes, and collective bargaining agreement. Monitors and tracks payroll/benefit activities to ensure accurate and timely processing of complex transactions. Generates the employment history report on a daily basis utilizing CIRS to ensure employees are enrolled/terminated in a timely manner to comply with current laws, regulations, and policies. Assists in researching employment history to determine proper retirement coding and service credit in preparation of service retirement with CalPERS. Updates the ACA database as needed to ensure campus compliance is met. Ensures compliance with applicable regulations and requirements governing program area and serves as a liaison to outside agencies. | Essential            |
| 20%       | Benefits Data Integrity and Auditing<br>Communicates requirements to employees, and ensures internal controls are effective and promote efficiency. Maintains data integrity within PeopleSoft, SCO Database and ensures data consistency between PeopleSoft, SCO, ACA database and CalPERS systems by establishing auditing processes and standards. Continuously audits work processed. Ensures adherence to rules established by CSU, State Controller's Office and CSUF. Run and verify various reports.  | Essential            |
| 5%        | Department administrative duties<br>Assists with department wellness and EAP events, responsible for supporting the external communications process and monitoring communications timelines for routine communications and events including letters, form, emails, flyers, posters and including web-based delivery and social media. Administer programs such as 25Live, Canva, Twitter, and Instagram. The incumbent is responsible for assisting in the creation and maintenance of the department website.  | Essential            |
| 5%        | Other duties as assigned.   | Essential            |

## SELECTION CRITERIA

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There are no items to show

### Physical Mental and Environmental Demands

**\*\* Physical Mental and Environmental Requirements Must be Completed for all Positions \*\***

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Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

#### Physical and Mental Requirements

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|  |                        |
|--|------------------------|
| <b>Bending:</b>                                | Occasionally           |
| <b>Climbing:</b>                               | Never                  |
| <b>Concentrating:</b>                          | Constantly - Essential |
| <b>Crawling:</b>                               | Occasionally           |
| <b>Decision Making:</b>                        | Frequently - Essential |
| <b>Keyboarding and Mousing:</b>                | Constantly - Essential |
| <b>Lifting or Carrying up to 10 lbs.:</b>      | Occasionally           |
| <b>Lifting or Carrying up to 25 lbs.:</b>      | Occasionally           |
| <b>Lifting or Carrying up to 50 lbs.:</b>      | Occasionally           |
| <b>Lifting or Carrying over 50 lbs.:</b>       | Occasionally           |
| <b>Performing Calculations:</b>                | Occasionally           |
| <b>Pushing or Pulling:</b>                     | Occasionally           |
| <b>Reaching Overhead:</b>                      | Occasionally           |
| <b>Repetitive Motion of Upper Extremities:</b> | Frequently             |
| <b>Sitting:</b>                                | Constantly - Essential |
| <b>Standing:</b>                               | Frequently             |
| <b>Stooping Kneeling or Squatting:</b>         | Never                  |
| <b>Walking:</b>                                | Frequently             |

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To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

#### Other Physical & Mental Requirement No. 1

Description:

Other Physical and Mental Req No.1 Frequency:

#### Other Physical & Mental Requirement No. 2

Description:

Other Physical and Mental Req No.2 Frequency:

#### Other Physical & Mental Requirement No. 3

Description:

Other Physical and Mental Req No.3 Frequency:

Other Physical & Mental Requirements:

#### Environmental Requirements

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|   |                        |
|---|------------------------|
| <b>Drive motorized equipment:</b>           | Never                  |
| <b>Excessive Noise:</b>                     | Never                  |
| <b>Hazards:</b>                             | Never                  |
| <b>Outdoor:</b>                             | Never                  |
| <b>Elevated Work:</b>                       | Occasionally           |
| <b>Extreme Temperature (hot or cold):</b>   | Never                  |
| <b>Indoor (Typical office environment):</b> | Constantly - Essential |

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To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

#### Other Environmental Requirement No. 1

Description:

Other Environmental Req No.1 Frequency:

Other Environmental Requirement No. 2  
Description:

Other Environmental Req No.2 Frequency:

Other Environmental Requirement No. 3  
Description:

Other Environmental Req No.3 Frequency:

Other Environmental Requirements:

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### POSTING DETAILS

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**Advertising Summary:**

HR

Advertisement text:

HR

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### USERS AND APPROVALS

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**Justification for Position:**

**Hiring Administrator:\***

Delta Williams

**Email address: [delwilliams@fullerton.edu](mailto:delwilliams@fullerton.edu)**

**Approval process:\***

FL - PD Approval (Staff/MPP) - No Dept. Head

- |                                    |                 |   |                       |
|------------------------------------|-----------------|---|-----------------------|
| 1. MPP Supervisor/Associate Dean:  | Alisha Brown    | ✓ | Approved Oct 22, 2024 |
| 2. HR Classifier:                  | Chris Schloffer | ✓ | Approved Oct 22, 2024 |
| 3. Appropriate Administrator/Dean: | Natalie Bersig  | ✓ | Approved Oct 22, 2024 |

**HR/Faculty Affairs Representative:\***

Chris Schloffer

**Email address: [cschloffer@fullerton.edu](mailto:cschloffer@fullerton.edu)**