Human Resources
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Benefits Coordinator

JOB CODE	JOB FAMILY	PROFILE
JCV504	**Human Resources**	**Benefits Coordinator**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Hourly	**$22.81 - $36.01**	**September 21, 2026**

The Benefits Coordinator provides and coordinates para-professional, technical, and administrative support for employee benefit programs, including health, dental, vision, life insurance, deferred compensation, FMLA, cafeteria plans, and disability insurance/claims. Participates in new employee orientations and explain benefit programs.

Job Description

DUTIES AND RESPONSIBILITIES

- Coordinates and provides technical and administrative support in assigned areas such as benefits and FMLA administration.
- Processes and file FMLA Cafeteria Plan and disability claims.
- Coordinates and provides research assistance and data entry for health, dental, vision, health insurance and life benefits, deferred compensation, and supplemental insurances.
- Coordinates and develops, prepares, edits, and submits reports utilizing computer-based spreadsheets, databases, and other software programs, including identifying, entering, and manipulating database for benefits and FMLA administration. Develops additional reports as assigned.
- Assists in the coordination and scheduling of PERA retirement seminars.
- Coordinates and assists in benefit activities to ensure compliance with eligibility and accurate and timely reimbursement processing; assists in auditing fraudulent claims; calculates adjustments to insurance premiums and employee deductions.

- Coordinates and assists in annual open enrollment process to allow employee participation in the benefits program, coordinates presentations of benefits program to newly hired and current employees.
- Receives and answers routine inquiries and calls on behalf of supervisor; seeks resolutions and answers to inquiries on more complex issues acting on the authority delegated by direct supervisor. Delegates to subordinates various administrative benefit and insurance programs tasks in the areas of benefits, FLMA, and file maintenance.
- Oversees establishing and maintaining official documents and records in appropriate files, both manual and computer.
- Coordinates distribution and processing of benefits correspondence.
- Responsible for data entry, retrieval and maintenance of data for employee benefits transactions in the human resource system(s). Copies and assembles materials for filing and distribution.
- Supervises staff in accordance with applicable policies and procedures. Provides performance feedback and sets performance expectations in support of section's workflow goals and oversees projects on an on-going basis, as needed.
- Ensures appropriate inventory of benefits booklets and enrollment forms so that adequate supply is available when needed.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor's degree in human resources, business/public administration or a related field.
- Three (3) years of experience in personnel administration.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

- Compensation related experience preferred.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.

- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tile.
- Working surface is typically dry.
- Worker often works alone either with or without directions from supervisor.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes telephone, computer terminal, computer printer, computer keyboard, typewriter, photocopy machine, fax machine and calculator.
- Materials and products handled in the course of performing essential duties includes files, forms, reports, various other paperwork, and a wide variety of basic office supplies.