

Missouri Department of Transportation Job Description

Job Title: Benefits Specialist

Title Code: R04064

Salary Grade: 7

Exemption Status: Non-Exempt

Supervisory Responsibilities: None

District/Division: Central Office – Employee Health and Wellness

Effective Date: 11-01-2024

Replaces (Effective Date): 07-01-2022

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,
OR
- Four years of experience in positions related to business, marketing, or benefits administration.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

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.