

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: 12-16-2024

Replaces (Effective Date): 11-01-2024

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.