

# Missouri Department of Transportation Job Description

**Job Title:** Intermediate Benefits Specialist

**Title Code:** R04066

**Salary Grade:** 8

**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 intermediate benefits specialist performs varied and moderately complex activities in the areas of principal benefits offered by the department. Responsibilities are performed under moderate supervision.

## **Minimum/Required Qualifications**

- Bachelor's Degree: Business Administration, Finance, Marketing, or related field, **AND** two years of experience in positions related to business, marketing, or benefits administration, **OR**
- Six 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. Acts as a liaison for department benefits between participants/members, employees, plans administrators, boards of trustees, and providers.
2. Develops and coordinates 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; analyzes program content and updates as needed.
3. Provides employee benefit advisory assistance to supervisors and employees statewide; counsels 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. Evaluates and develops internal policies, procedures, manuals, handbooks, forms, and creation of reports.
6. Performs other responsibilities as required or assigned.