

## City of Vicksburg Job Description

**Job Title:** HR Benefits & Compliance Coordinator

**Department:** Human Resources

**Reports To:** Human Resources Director

**FLSA Status:** Exempt

**Employment Type:** Full-Time, Salaried Position

**Salary:** Commensurate with Experience

**Approved By:** Board of Mayor and Aldermen, May 8, 2026<sup>1</sup>

### **Position Summary:**

The HR Benefits and Compliance Coordinator is responsible for administering the City of Vicksburg's employee benefits program and supporting compliance with federal and state regulations. This position requires the HR Benefits and Compliance Coordinator to manage benefit enrollments, leave administration, unemployment claims, PERS, employee communications, records management, and HR reporting. The Coordinator serves as a key resource for employees and retirees regarding these matters and works with brokers, insurance representatives, vendors, providers, and employees to implement and ensure an understanding of the City of Vicksburg's benefit programs.

### **Essentials Duties and Responsibilities:**

The following duties are not all inclusive. Additional duties may be assigned by the HR Director.

#### **Benefits Administration**

1. Administer employee health, dental, vision, life, disability, supplemental, PERS, and voluntary benefit programs.
2. Process enrollments, changes, terminations, retirements, and qualifying life events.
3. Ensure all payroll deductions and benefit coding are accurate in Munis.
4. Ensure all benefit plan documents, summary plan descriptions, booklets and information brochures are accurate and current for distribution.
5. Maintain eligibility records and employee benefit files.
6. Provide a summary overview and benefit package of the eligible benefit offerings to newly employed employees.
7. Determine employee eligibility for benefit plans, coverage and effective date. Calculate employee premium payment responsibilities for employees enrolled in various insurance

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HR Benefits & Compliance Coordinator 1  
Revised May 8, 2026

<sup>1</sup> Prepared Date: September 28, 2012. Amended & Approved By: Antoinette Bradley, December 2017. Amended & Approved By: Fermika Smith, March 2021. Amended & Approved By: Kimberly Nailor, July 2022. Amended By: Keyona Henry, April 2026

- and ensure accurate payroll deductions for benefits enrolled benefit programs.
8. Coordinate annual open enrollment activities, employee education sessions, and benefit communications.
  9. Assist employees with benefit questions, claims issues, and enrollment documentation.
  10. Make all necessary insurance changes for employees who wish to add or drop dependents, as well as coverage for outside open enrollment.
  11. Have a thorough understanding of all products, including ancillary products, offered to employees.
  12. Family Medical Leave Act (“FMLA”) administration and monitoring of approved leave.
  13. Serve as liaison between employees, retirees, brokers, insurance carriers, and vendors.
  14. Meet with prospective vendors wishing to do business with the City of Vicksburg.  
Notify HR Director of all meetings in advance.
  15. Randomly audit employees’ dependent eligibility and insurance related payroll deductions for accuracy.
  16. Receive and balance all insurance bills for payment. Review carrier invoices and coordinate discrepancies with the Accounting Director and HR Director.
  17. Maintain working knowledge of all benefits offered to employees.
  18. Maintain annual employee benefit election forms

### **Leave Administration and Compliance**

1. Notify the HR Director of any request for FMLA, discretionary leave, military leave, and other approved leave programs consistent with City policy.
2. Track leave balances, notices, certifications, and return to work documentation.
3. Prepare all paperwork requesting donated leave and forwarding requests to all departments to notify employees’ requesting donated leave, after review and approval by the HR Director.
4. Assist in file generation of the 1095s IRS Forms
5. Ensure that any information received by HR is stamped, dated, and placed in personnel file.
6. Monitor deadlines and send out notices prior to the expiration of leave.
7. Ensure all reports required by federal and state agencies are timely submitted by the deadline after receiving approval by the HR Director.

### **Unemployment Claims**

1. Complete data and documentation regarding unemployment eligibility.
2. Assist and prepare for unemployment hearings from commencement to completion.

3. May serve as the City's representative during unemployment hearings. Forward unemployment issues to be researched by Legal.
4. Submit summaries of all unemployment claims to HR Director prior to hearings.
5. Prepare documentation for hearings.
6. Submit summaries of decisions to the HR Director.

### **Onboarding and Offboarding**

1. Facilitate the insurance and benefits portion of orientation, and lead orientation when needed.
2. Plan and implement annual open enrollment for employees with the Human Resources Director's approval.
3. Perform exit interviews and advise on the continuation of benefits coverage for employees terminated, resigned, or retired. (COBRA)
4. Conduct insurance meetings with employees enrolling in health, dental, vision and life insurance.

### **Records and Reporting**

1. Maintain confidential personnel files.
2. Maintain confidential benefits and compliance records.
3. Complete new hire reporting.
4. Prepare internal reports regarding benefits utilization, enrollment trends, and compliance metrics.
5. Call in and report employment statistics monthly to U.S. Department of Labor. Keep records of all call ins and employment statistics.
6. Report newly hired and re-hired employees to the Mississippi State Directory of New Hires.
7. Inputs data in computer system regarding state and federal deductions

### **Employee Support**

1. Must participate in training all employees on City of Vicksburg policies and other topics as instructed by the Human Resources Director.
2. Answer telephone calls and walk-ins to the Human Resources Dept regarding benefits or other issues in a responsive, respectful, and professional manner.
3. Assist employees with claim issues, answer questions regarding benefits and assist employees with completion of forms.
4. Assist with recruitment events, job fairs, wellness initiatives, and employee engagement efforts.
5. Crosstrain with other HR staff to ensure continuity of operations.

6. Attend training and educational events related to all aspects of HR including but not limited to insurance, unemployment, and retirement, and other related topics through state agencies and professional organizations.
7. Any other work assigned by the HR Director. If another employee is off work, the Benefits Coordinator may assume some duties and responsibilities of that employee temporarily as directed by the HR Director.

**Supervisory Responsibilities:**

None.

**Qualifications:**

To perform this job successfully, an individual must have the ability to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:**

Must have a bachelor's degree (B.S /B.A.) in business, human resources, or a related field and at least one (1) year of related experience; or high school diploma and at least three (3) consecutive years of related experience, including but is not limited to insurance benefits compensation plans and employee relations counseling, EEOC. Previous experience with accounting software and/or Human Resources systems preferred.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables

**Language Skills/ Computer Skills:**

Ability to read and interpret documents all policies and procedures of the City of Vicksburg, benefits, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively corresponds with employees and vendors. Must have proficient working knowledge of Microsoft Office Programs and Munis.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and walk. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

**Other Skills, Abilities, and Requirements:**

Must be able to work effectively with the public and other employees. Must be able to handle personnel matters confidentially. Must be organized and able to work with little to no supervision. Must have and maintain a valid driver's license and maintain eligibility to drive per the City's Vehicle Usage Policy.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. There is a considerable amount of repetitive sit to stand.