

# Benefit Specialist

Dept/Div: Business Office

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate skilled administrative support work providing benefit information, processing benefit enrollment, serving as District liaison to vendors, maintaining legal compliance, assisting with the on-boarding process, and related work as apparent or assigned. Work is performed under the moderate supervision of the Human Resources Coordinator.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

Coordinates initial and open enrollment activities, communications, education, and tech support with regard to benefits including coordination of vendors for in person employee events throughout the school year.

Coordinates and processes benefit forms, answers questions and inquiries related to benefits enrollment and related to other employee related deductions.

Process employee benefits enrollments, terminations, and open enrollment changes.

Provides employee benefit problem resolution between benefit vendors, benefit participants, and the district.

Coordinates benefit vendor implementations, including web-based enrollment.

General audit of benefit accuracy and review of monthly vendor bills.

Maintain benefits webpages on district website.

Process personnel changes to benefits that result in payroll changes including new hires, transfers, leaves, and terms.

Support human resources functions when needed, such as hiring and onboarding of new employees, communication of general policies and procedures within the district, including those related to benefits, and convey information to employees on and individual basis and through larger-scale orientation.

Participate in employee non-union and some small union group negotiation meetings and provide all costing model scenarios for assisting the Superintendent and School Board in a final contract settlement.

Serves as the district liaison for retiree and COBRA benefits.

Maintain related data in the HR/payroll/finance system.

Prepare reports related to absences/leaves and benefits selections.

Complete benefits related projects.

Maintain legal compliance regarding benefits.

Participates in various district committees pertaining to wellness and benefit activities within the district.

## Knowledge, Skills and Abilities

Thorough knowledge of District policies and procedures; thorough knowledge of District safety and operation procedures; general knowledge of employment contracts; thorough knowledge of FMLA and benefit regulations; general knowledge of billing statements, benefit enrollment and termination reports, absence reports, Cobra reports and payroll deductions; general knowledge of standard office equipment; general knowledge of standard office and accounting software; ability to make arithmetic computations; knowledge of accounting practices and records maintenance; ability to maintain working relationships with supervisors and co-workers.

# Benefit Specialist

Dept/Div: *Business Office*

FLSA Status: *Non-Exempt*

## Education and Experience

Associates/Technical degree with coursework in Human Resources, or related field and moderate experience in benefit administration, or equivalent combination of education and experience.

## Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

## Special Requirements

Benefit System

Finance and Human Resource Systems within 6 months

Last Revised: 9/13/2019