

Job Title: **Benefits Specialist, Lead**  
Job Family: **Human Resources/Payroll**  
Pay Program: **Classified**  
Typical Work Year: **12 months**

Job Code: **1437**  
FLSA Status: **Non-Exempt**  
Pay Range: **G 20**

**SUMMARY:** Responsible for supporting the Human Resources Operations Director in the overall operation of Benefits, including but not limited to overseeing district leave of absence process, responding to and/or resolving employees' benefits questions and problems, ensuring accuracy of benefits transactions, auditing Human Resources Information Systems (HRIS) data utilizing queries and reports, reconciling provider enrollment, transmitting files to benefits providers, conducting benefits orientation, managing benefits documentation and leading the open enrollment process.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty 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.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide advice and counsel to new and existing employees on benefit related issues in accordance with the Certified and Classified Master Agreements and the Administrative Compensation Program enabling proper and complete utilization of existing and new benefits. This includes, but is not limited to medical, dental, vision, flexible spending, voluntary plans and disability plans. Manage employee benefit records, both electronic and paper.	D	20%
2. Train, provide feedback and advise classified staff of benefits processes and procedures. Verify department policies and procedures are maintained. Audit reports to ensure accuracy. Ensure that excellent customer service is being provided to employees and managers in all benefits related areas.	D	20%
3. Lead the district leave of absence (LOA) process. Advise employees and managers regarding leave of absence (LOA) processes. Ensure compliance with federal and state guidelines, master agreement language and district policies. Calculate eligibility regarding sick leave bank, Family Medical Leave Act (FMLA), Short Term/Long Term Disability (STD/LTD). Ensure proper documentation is received, recorded and communicated to employees and appropriate personnel. Review LOA communications, calculations and paperwork for department and provide feedback as needed. Provide monthly LOA reporting. Collaborate with Risk Management on workers compensation claims.	D	20%
4. Run PeopleSoft Benefits Administration process to update benefit enrollment/changes to HRIS. Troubleshoot with Payroll and other HR functional areas as necessary.	D	15%
5. Reconcile benefit enrollment and invoices and work with providers to resolve discrepancies. Send weekly file transmissions to providers as needed.	W	5%
6. Serve on the insurance and retirement committees as needed. Work with district stakeholders, insurance brokers and benefit providers to enhance benefit offerings to the district. Provide regular communications to employees regarding benefits offered that may be underutilized.	M	5%
7. Lead open enrollment process by developing a comprehensive communication plan and materials, facilitating open enrollment benefit fair and ensuring outstanding customer service to employees.	A	5%
8. Oversee annual ACA process to ensure data submitted is accurate. Collaborate with Information Technology (IT) to submit annual report to the Internal Revenue Service.	A	5%

9. Perform other job-related duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent. Bachelor's degree preferred.
- Minimum of five (5) years of experience in human resources, preferably in benefits.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- CEBS, CBP or other HR/Benefits certification preferred.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Strong interpersonal relations skills.
- Strong customer service and public relations skills.
- Critical thinking and problem solving skills.
- Strong presentation skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy and cyber-security with respect to student and staff data, and related information systems.
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Knowledge of PeopleSoft preferred; required within 4 weeks after hire.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Human Resources Operations Director	3144

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- This job has no budgetary responsibilities.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		

Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute				X
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
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Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	