

**Job Description**

Job Title: **Benefits Specialist**  
 Job Family: **Human Resources/Payroll**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **June 2013**

Job Code: **1337**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 26**  
 Typical Work Year: **12 months**

**SUMMARY:** Responsible for responding to and/or resolving employees’ benefits questions and problems, processing benefits transactions, communicating with health insurance vendors regarding eligibility and other benefit issues, inputting data into and retrieving information from PeopleSoft related to benefits, conducting benefits orientation, managing benefits documentation, conducting benefit audits with vendors and assisting with 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.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Administer and maintain leaves of absences. Advise employees and managers regarding leave of absence (LOA) processes. 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. Ensure compliance with federal and state guidelines.	D	30%
2. Advise and counsel employees on benefit related issues in accordance with the Certified and Classified Master Agreements and Administrative Program enabling proper and complete utilization of existing and new benefits. Which include, but are not limited to medical, dental, vision, , flexible spending, disability plans and time away from work. Manage employee benefit records, both electronic and paper. Train newly hired employees via orientation educating them on district benefit programs and options. Discuss pros and cons of their various choices.	D	25%
3. Oversee manual premium payments for employees on leave. Record and reconcile retiree auto draft report with bank. Transmit eligibility data to vendors and Finance.	M	10%
4. Run PeopleSoft Benefits Administration process to update benefit enrollment/changes to HRIS. Audit reports to ensure accuracy. Troubleshoot with HR/processing as necessary. Input enrollment/change data in a timely manner to coincide with transmittal to vendors and district payroll. Send Confirmation Statements to employees.	D	20%
5. Communicate with vendors to ensure employees’ concerns/complaints are resolved in a timely and equitable manner within guidelines of the plans.	D	5%
6. Assist with open enrollment process by ensuring accuracy of employee communication materials, facilitating open enrollment benefit fair, preparing informational packets to be mailed to employees, entering open enrollment elections in PeopleSoft and verifying same.	A	5%
7. Perform other job-related duties as assigned, including, but not limited to, serving as a member of the Insurance Advisory Committee and developing and administer Wellness programs and annual Wellness Fair.	Ongoing	5%
<b>TOTAL =</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Minimum of 3 years of experience in human resources, preferably in benefits.
- Bachelor’s degree preferred.

**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.
- 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, Superintendent policies and building and department procedures.
- 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:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Benefits Manager	070618

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<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			

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
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			

<b>VISION DEMANDS:</b>	<b>Required</b>
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

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	