



Human Resources Specialist (Employee Benefits)

JOB TITLE: Employee Benefits Specialist **STATUS:** Non-exempt
REPORTS TO: Executive Director of Human Resources **TERMS:** 226 days
DEPARTMENT: Human Resources **PAY GRADE:** Paraprofessional 7

PRIMARY PURPOSE:

Coordinate the employee benefits program for the district. Maintain records and provide assistance to employees to ensure effective use of benefits.

QUALIFICATIONS: Education/Certification:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of administration of employee benefits programs and applicable laws
Ability to interpret and disseminate insurance and benefits information to individuals and groups
Strong organizational, communication, and interpersonal skills
Ability to effectively present information in one-on-one and to small and large groups of employees
Proficiency in keyboarding and file maintenance
Ability to use software to develop spreadsheets, databases, and do word processing
Knowledge of basic accounting principles

Experience:

Two years of experience in benefits administration, insurance administration, or related field

Major Responsibilities and Duties:

Benefits Administration

1. Administer employee benefit programs such as group health insurance, supplemental insurance, dental, life, and medical reimbursement.
2. Handle employee benefit inquiries and complaints to ensure quick, equitable, and courteous resolution. Act as liaison between employees and TPA claims office and resolve administrative problems with insurance carrier representatives.
3. Provide timely notice to employees under the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability and Accountability Act (HIPAA), and Affordable Care Act (ACA) including issuing certificates of coverage for all medical plans for all terminated employees and dependents.
4. Assist in conducting benefits orientation meetings and enrollment of new employees in benefit plans.
5. Assist with annual open enrollment process, including making group presentations and preparing, distributing, and receiving materials and forms. Process all employee benefit enrollment and change forms within required time limits to meet payroll deadlines.



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Records, Reports, and Correspondence

6. Prepare and verify monthly premium statements for all group insurance policies. Balance and submit billing statements to accounting for payment, including maintaining all employees' benefit deductions.
7. Maintain all benefits-related records including statistical data relative to premiums and cost. Assist with required data entry and preparation of reports.
8. Assist with preparation of benefits handbook, including word processing, coordinating printing, and distribution.
9. Maintain and distribute insurance forms and supplies to campuses and other district buildings.
10. Compile, maintain, and file all reports, records, and other documents as required.
11. Maintain confidentiality of information.

Supervisory Responsibilities:

None.

EQUIPMENT USED:

Computers, printers, copiers, multi-line phone systems, scanner and calculators

Mental Demands/Physical Demands/ Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting. Occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse. Occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Personal Demands: Occasional prolonged and irregular hours

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Printed Name

Signature

Date

Updated 9/11/2018