



## Human Resources Benefits Specialist

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**Job Title:** Benefits Specialist

**Status:** Non-exempt

**Reports to:** Executive Director of Human Resources

**Terms:** 226 Days

**Dept./School:** Human Resources

**Pay Grade:** Paraprofessional 6

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### 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:**

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 secretarial experience in a public education environment preferred

### Major Responsibilities and Duties:

#### Benefits Administration

1. Administer employee benefit programs such as group health 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 insurance carrier's 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.



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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.

### 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.
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.

### Other

12. Follow district safety protocols and emergency procedures.

### Supervisory Responsibilities:

None.

### 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

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

Revised: 7/3/2023