

JOB TITLE	DEPARTMENT	REPORTS TO
Benefits Specialist	Risk Management	Coordinator of Employee Benefits

<b>Position No:</b> 77332	<b>Length of Work Year:</b> 12 Months
<b>Salary Schedule:</b> N16	<b>Date Approved:</b> 1/10/06
<b>FSLA:</b> Exempt	<b>Date Revised:</b> 7/1/21

JOB GOAL
To assist the Coordinator of Employee Benefits in analyzing, planning managing and articulating the operation of the District's employee benefit programs in accordance with laws, rules, and policies, assuring the maximum benefit to the School Board and its' employees.

MINIMUM QUALIFICATIONS
<ol style="list-style-type: none"> <li>1. Associates of Arts degree or equivalent related experience. Bachelor's degree preferred.</li> <li>2. Ability to work cooperatively with schools, departments, and administration to achieve District goals.</li> <li>3. Ability to effectively present information and respond to questions from employee groups.</li> <li>4. Ability to write reports, business correspondence and procedure manuals.</li> <li>5. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.</li> <li>6. Experience in problem solving using high levels of interpersonal interactions.</li> <li>7. Ability to perform the functions of the position.</li> </ol>

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> <li>1. Direct and supervise the benefit enrollment process for all employees and retirees including communication through payroll processing.</li> <li>2. Assist the Coordinator of Employee Benefits in administering the employee benefit programs such as Medical, Cafeteria Plan, and any other District sponsored benefit plans</li> <li>3. Represent the District in all employee benefit matters in a positive, timely, efficient, and professional manner.</li> <li>4. Conduct new employee benefits orientation.</li> <li>5. Counsel employees on available benefits offerings to help achieve employee benefit utilization, and answer questions with regard to coverage and its relationship to the personal situation of the employee on a strictly confidential basis.</li> <li>6. Assist employees and retirees in the benefit enrollment process and complete the dissemination of enrollment documents to plan providers.</li> <li>7. Coordinate all employee benefit payroll deductions and contributions in Skyward.</li> <li>8. Assist Coordinator of Employee Benefits in coordinating, planning and conducting of annual open enrollment activities for the District.</li> <li>9. Assist the Coordinator of Employee Benefits in evaluating and comparing existing benefits with other school districts; participate in area and school district surveys; analyze results of survey; and develop recommendations.</li> <li>10. Maintain employee benefits files in compliance with applicable rules on confidentiality and retention.</li> </ol>

11. Prepare Employer COBRA eligibility and submit to Plan Administrator.
12. Handle employee benefit inquiries and ensure timely, equitable, and courteous resolution.
13. Serve as the intake contact for employees who have questions, concerns, or complaints about HIPAA and the privacy of their protected health information.
14. Ensure compliance with IRS, COBRA, HIPAA, and other state and federal laws.
15. Prepare and maintain reporting requirements as specified in the "Affordable Care Act"
16. Assist the Coordinator of Employee Benefits in preparation of plan descriptions, policies, and documents.
17. Reconcile all payroll deductions for benefit premiums following each payroll and arrange for any necessary adjustments.
18. Arrange for personal premium payment notification to employees on approved Leave of Absence.
19. Respond to Risk Management inquiries and concerns timely, equitably, and courteously.
20. Interact with staff, administration, parents, outside agencies, business partners, in a professional and cooperative manner.
21. Keep supervisor informed of potential problems or unusual events.
22. Serve on District councils or committees as assigned or appropriate.
23. Assist in the interpretation of programs, philosophy, and policies of the District to staff.
24. Demonstrate support for the school district and its goals and priorities.
25. Perform other duties as assigned.

**PHYSICAL DEMAND CLASS:**

Light (L) - Frequent lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-35 pounds. Frequent walking and/or standing is required to carry out duties.