



JOB TITLE	DEPARTMENT	REPORTS TO
Coordinator of Risk Management and Employee Benefits	Risk Management	Director of Risk Management and Employee Benefits

Position No: 77318	Length of Work Year: 12 Months
Salary Schedule: AD11	Date Approved: 12/12/17
FSLA: Exempt	Date Revised: 4/15/25

JOB GOAL
To analyze, plan, manage and articulate 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"> 1. Bachelor's Degree in business related area. 2. A minimum of five (5) years successful experience in an employee benefits related area. 3. Thorough knowledge of employee benefits including but not limited to health, dental, life, and Section 125 plans. 4. Ability to perform the functions of the position.

DUTIES AND RESPONSIBILITIES
<ol style="list-style-type: none"> 1. Manage the district's employee benefits programs, policies, premiums, payments and claims. 2. Assume responsibility for employee benefits records and accounting, and develop request for proposal from insurance agencies. 3. Recommend the improvement of plan offerings for the employee benefits package. 4. Ensure District compliance with IRS, COBRA, HIPAA and other state and federal laws. 5. Coordinate the preparation and reporting requirements as specified in the Affordable Care Act. 6. Oversee the billing and premium collection of leave employees, termination notices to Plan Administrator, reconciliation of payroll for benefit deductions and contributions, and tracking of new hire notifications. 7. Conduct group presentations at the monthly new employee orientation and annually during the open enrollment period. 8. Work closely with principals and department heads in the coordination of open enrollment and new hire enrollment. 9. Assist with preparation of the employee benefit plan descriptions, policies and marketing materials. 10. Coordinate annual benefits open enrollment period for all benefits eligible employees. 11. Counsel employees and retirees on benefits offerings that fit their needs. 12. Participate in the administration of the employee wellness program. 13. Perform assigned tasks in a timely and efficient manner with a high standard of quality. 14. Perform such other duties as assigned by the Director of Risk Management & Employee Benefits.

PHYSICAL DEMAND CLASS:
Sedentary Light (SL) - Occasional lifting and carrying of objects weighing 10 pounds or less. Infrequent lifting and carrying of objects weighing 11-20 pounds. Occasional walking and/or standing may be required.