



Unaffiliated Job Description

Benefits Specialist

Descriptors

Position Title: Benefits Specialist **Department:** Human Resources
Position Classification: Unaffiliated **Reports To:** Executive Director of Human Resources
Exempt Status: Exempt **Revision Date:** March 2016
Supervisory: No

Approval: _____
(Executive Director of Human Resources)

Approval: _____
(Superintendent)

Job Summary

Administer district benefit plans including medical, dental, LTD and worker's compensation. Process and maintain leave of absences, monitor and submit appropriate ADA and OSHA submissions and perform additional Human Resources functions as needed. Assist in providing a culturally proficient and welcoming environment.

Essential Duties and Responsibilities

30% Administer Benefit Plans

- Provide information and enrollment materials on all benefit plans to all eligible staff and retirees
- Answer participant's questions on benefit plans
- Monitor benefit deductions and ensure appropriate amounts are taken
- Facilitate the Section 125 enrollment procedure for the district
- Monitor unemployment claims, data requests and requirements for hearings, updating the Executive Director as necessary
- Assist with the implementation of health and wellness programs
- Assist with the open enrollment process
- Participate as a member of the benefits committee
- Assist with the implementation and use of the employee assistance plan

30% Track Injuries, Accommodations and Leave of Absences

- Ensure proper reporting of work related injuries
- Manage the worker's compensation process
- Coordinate transitional work plans (light duty) with appropriate supervisors
- Evaluate ADA accommodation requests, obtain necessary physician statement and determine accommodations
- Process and track FMLA and other leave requests

- Communicate FMLA process with employees ensuring completion of necessary forms
- Provide leave information for board reports

30% Data and Reports

- Provide employee income and employment dates
- Provide reports as needed to payroll and business office
- Update, sort and file records, reports, forms and correspondence manually or on a database
- Assist in compiling, preparing and revising department reports
- Compose reports, bills, statements, correspondences and letters
- Maintain private health and benefit files
- Maintain worker's compensation files
- Respond to requests for health data while maintaining HIPPA and government data privacy laws
- Develop and maintain databases applicable to employee benefits

5% Human Resources Support

- Assist with Human Resources processes and serve as an active team member
- Serve on district committees and teams
- Serve as a resource to departments and schools

5% Professional Development

Perform other duties as assigned or requested

- Attend meetings, in-services and workshops

Work Requirements and Characteristics

Education/Certification Requirement:

- Associates degree preferably in Human Resources or a related field
- Bachelor's degree preferred in the area of Human Resources or a related field
- Valid MN Driver's License without restrictions

Experience:

- At least three years' experience with Human Resources information systems and benefit administration
- Administration of contract language experience preferred

Essential skills required to perform the work:

- Excellent organizational skills
- Ability to communicate effectively both orally and in writing with a strong attention to detail
- Ability to work and communicate effectively with diverse populations
- Ability to work independently and in a team environment
- Advanced technology skills
- Excellent customer relations skills.
- Knowledge of laws as they apply to COBRA, HIPPA, FMLA and Section 125
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations
- Ability to present information to a variety of stakeholders
- Ability to compute salary formulas, FTE ratios, pro-rations of salary and to add figure percentages
- Ability to calculate figures and amounts; such as interest, proportions and percentages with a high level of accuracy
- Ability to problem solve
- Ability to maintain confidentiality of sensitive information
- Commitment to a cultural proficiency and intercultural relations
- Commitment to professional development

Machines, Tools, Equipment, Electronic Devices, and Software Required:

- Operates office equipment including computer, printer, scanner, calculator, copier, multi-line phone system, facsimile
- Utilizes multiple software, databases and systems

Physical and Mental Requirements

Physical Job Requirements:

- Position involves listening, speaking clearly and visual acuity
- Position involves extended periods of keyboarding and looking at computer monitor
- Position involves occasionally lifting and moving up to 10 pounds
- Position involves extended periods of sitting

Mental Job Requirements:

- Position requires handling multiple tasks at once while dealing with frequent interruptions
- Position involves need for accurate and detailed work
- Position requires flexibility and a willingness to undertake a variety of tasks, sometimes at the direction of more than one person
- Position requires setting priorities and meeting deadlines
- Position involves interacting with the public and other staff members

- Position involves maintaining composure during high stress activities and emergencies

Hazardous Working Conditions:

- Position is performed in typical office conditions
- Position involves occasional travel to other district sites or locations

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.