

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: <i>Human Resources Benefit Specialist</i>	Department / Building: <i>Human Resources/District Education Center</i>
Reports to: <i>Human Resources Supervisor</i>	FLSA Status: <i>Exempt</i>
Band/Grade/Subgrade: <i>C-4-1</i>	Bargaining/Work Unit: <i>Professional Technical</i>
Tier/Lane: <i>PRO18</i>	Position Last Updated: <i>January 2025</i>

SECTION II: JOB SUMMARY

The Human Resources Benefits Specialist serves as a member of the Human Resources team which plans, administers and coordinates all employee benefit functions for district staff.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: Daily administration of employee benefit plans including health, dental, life and long-term disability insurances, flex and HSA plans
Percent of Time:	70%	

Tasks involved in fulfilling above duty/responsibility:

- First point of contact for staff for benefit questions and assistance
- Coordinate eligibility and enrollment process for benefits for all current staff and new hires, qualified status changes and educate on benefit plans offered.
- Conduct new employee benefit orientations as needed
- Work with HR Team, update and maintain communication materials on benefits on the district intranet
- Process benefit and deduction enrollment selections for employees in the Human Resources Information System (HRIS).
- Reconcile monthly insurance invoices with enrollment for all plans providing timely payment for all insurance providers
- Provide benefit vendors with accurate ongoing enrollment information
- Initiate and maintain relationship, enrollment and invoicing with third-party vendors for flex, health-savings accounts (HSA), COBRA, retiree benefits
- Implement benefit changes and compute accurate deductions and benefits per negotiated employee contracts
- Submit long-term disability and life insurance claims, and follows the progress through completion
- Perform periodic benefit reconciliation between enrollment system, vendors and the HRIS payroll system
- Monitor and communicate to employees annual maximum deductions for flex, HSA plans and make adjustments as required to benefits and deductions in HRIS system
- Provide employees with guidance on the implications of their enrollment decisions, as needed
- Coordinate Benefits Committee meetings including record keeping of meeting information
- Member of wellness committee

- Maintain knowledge based on current benefit trends, compliance, legislative activity including federal and state laws

Duty/Responsibility No:	2	Statement of duty/responsibility: Oversee and process annual benefit open enrollment
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Schedule annual open enrollment period, including coordinating open enrollment meetings with vendors at each site
- Work with Benefit Consultant, vendors, and Human Resources Supervisor on open enrollment materials, including coordinating communication materials on district intranet
- Maintain and enter new insurance rates and other changes per negotiated employment contracts in online enrollment system
- Recommend improvements to district online enrollment system
- Provide employees with guidance on the implications of their enrollment decisions, offering education on insurance and other benefits, and facilitating participation in financial wellness workshops.
- Work with Human Resources Supervisor to reconcile and audit open enrollment benefit and deduction records

Duty/Responsibility No:	3	Statement of duty/responsibility: State, Federal and other requested information reporting
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Complete required MDE STAR report bi-annually
- Complete reporting requests from the Bureau of Labor and Statistics, Education Minnesota and other governmental agencies as needed
- Maintain ACA employee records on health benefits, ensuring 1094/1095s are issued according to federal guidelines
- File MNSure appeals as needed, providing appropriate documentation

Duty/Responsibility No:	4	Statement of duty/responsibility: Set up and maintain the time off system in HRIS
Percent of Time:	15%	

Tasks involved in fulfilling above duty/responsibility:

- Run annual time off accrual process, verify for accuracy by working with supervisors as needed
- Maintain and change accruals as needed per assignment changes on an ongoing basis throughout year
- Monitor and manage the time off organizational chart for accuracy, make necessary updates and changes at the start of the year and throughout year
- Audit time off records between substitute system and HRIS, contact employee and their supervisor as needed
- Comprise pay docks for overuse of paid time off for Payroll

Duty/Responsibility No:	5	Statement of duty/responsibility: Coordinate workers' compensation program
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Primary district contact with worker's compensation insurance provider
- File first report of injury and supervisor report with insurance provider
- Work between Occupational Health Clinic and insurance provider ensuring timely claim processing and care
- Coordinate return-to-work light duty programs
- Track and monitor workers' compensation claims
- Maintain and file OSHA log in accordance with Federal Register
- Member of district safety committee
- Other duties as assigned, including member of district crisis team

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- General knowledge of benefits, human resource and payroll functions and processes
- Knowledge of FMLA guidelines and procedures
- Knowledge of laws, regulations, policies and procedures that pertain to benefits, human resources and payroll functions
- Strong knowledge of employee benefit best practices
- Possess strong organizational skills and be capable of working independently, as a team member and provide leadership to other staff
- Knowledge of Skyward HR System (preferred)
- Ability to set schedules and meet deadlines
- Ability to collect and analyze data
- Ability to identify and solve problems
- Ability to work well with others demonstrating exemplary interpersonal skills
- Ability to effectively present information to small groups and provide training as needed
- Possess strong skills in Microsoft Office products such as Excel and Word
- Possess detail-oriented skills with proven ability to be consistently accurate
- Ability to effectively communicate and collaborate with employees and vendors
- Ability to follow written and verbal instructions
- Willingness to perform additional job-related responsibilities as required
- Maintain regular attendance
- Ability to facilitate/serve on committees

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Two year post-secondary
- Four year college degree (preferred)

SECTION VI: EXPERIENCE REQUIREMENTS

- Minimum 3-5 years previous experience in Benefits Administration, Human Resources, Business Administration, Accounting/Finance, or related field

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected
- Performing assigned responsibilities in a manner consistent with the District's established Core Values

- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	F	Up to 10 pounds	O	Possible exposure to blood-borne pathogens through blood and/or body fluids	N
Walking	O	Up to 25 pounds	O		N
Sitting	F	Up to 50 pounds	N		N
Talking in person/on the phone	C	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	N
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	F	Noise Levels		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	O	Fumes	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	O			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	O	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	N	Varying weather conditions	N
Distinguishing smell	N			Sight	
Distinguishing temperature	N	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus	C
Traveling by automobile	O			Looking at computer monitor	C
				Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	O