

LAKEVILLE AREA SCHOOLS

POSITION DESCRIPTION

POSITION TITLE: Benefits Specialist

DEPARTMENT / BUILDING: Human Resources / District Office

TITLE OF IMMEDIATE SUPERVISOR: Assistant Director of Human Resources

BARGAINING UNIT: Non Affiliate

EXEMPT/NON-EXEMPT: Non-Exempt

LOCATOR (HR use only): 009

POSITION SUMMARY: The Benefits Specialist administers the District's Benefit Plans for all employees, retirees, and COBRA participants including: implementation, enrollment, orientation, and management of the District's Medical, Dental, Life Insurance, Long Term Disability, HRA, Flex plans, and other voluntary benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions of this position may include, but are not limited to, the following fundamental duties:

1. Assists the Insurance Consultant and District Leadership Team in the development of insurance specifications, and assists in the analysis of bids.
2. Interprets benefit sections in all bargaining unit contracts and determines eligibility. Serves as a resource to the Executive Director of Administrative Services during negotiations with employee unions and organizations.
3. Coordinates and conducts the new hire insurance enrollment process, annual open enrollment periods, and information sessions for benefits.
4. Accurately establishes benefit plan deductions for employee payroll.
5. Responsible for accurate on-line enrollments/changes for insurance benefit elections for all staff members and retirees.
6. Manages the vendor relationship with the benefits platform company and serves as the system administrator.
7. Effectively serves as a liaison/customer service representative (both verbal and written) between human resources, payroll, principals, directors, office managers, supervisors, employees, insurance companies, and benefit vendors.
8. Advises and provides resources regarding District provided benefits programs to employees, retirees, and dependents.
9. Resolves inquiries to claims discrepancies and benefit questions between staff and the insurance companies.
10. Drafts correspondence to employees, dependents, retirees, providers, and carriers.
11. Administers COBRA continuation compliance, Chapters 488 and 471.61 compliance, Long Term Disability claims, and Life Insurance claims.
12. Administers HIPPA compliance for Protected Health Information.
13. Researches, analyzes and implements changes in local, state and federal laws and changes in union contract language as they pertain to Benefits administration.
14. Ensures compliance with all ACA requirements, including reporting.
15. Assists the human resources department with benefit costing for all contract negotiations.
16. Assists the program department heads with benefit costing for budgeting purposes.
17. Efficiently coordinates continuation coverage for Early Retiree benefits, Medicare Supplements, and employees on Leaves of Absence.
18. Responsible for payment of insurance bills for all plans.
19. Maintains accurate benefit files and spreadsheets for all District employees to be used for

- reconciling monthly payments, staffing, negotiations, and budgeting.
20. Accurately implements new insurance carrier changes.
 21. Manages vendor relationships.
 22. Manages retirement HRA plans and records.
 23. Manages and promotes wellness programs.
 24. Responsible for ensuring ACA compliance and reporting requirements.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Confers with the Agent of Record on contract compliance and changes, claim problems with carriers, Long Term Disability Claimants, Life Insurance Claimants, COBRA Compliance Laws, Chapter 488 for Public Employees and Retiree Law Compliance.
2. Coordinates and participates in the District Insurance Committee which reviews insurance plans and recommends changes to meet the needs of the district and employees under a self-insured model.
3. Maintains communications about benefit plans to all participants and eligible persons. Responsible for marketing plans, as well as how to be a smart consumer of health care on a self-insured model.
4. Performs other duties as assigned by the Assistant Director of Human Resources and Executive Director of Administrative Services.

REQUIRED QUALIFICATIONS (Specific training or job experience required before appointment):

1. Bachelor's degree in Human Resources, Accounting, Business Management, or related field.
2. Three to five years of experience in benefits administration required; school district or private sector experience preferred.
3. Have current knowledge of Federal and State benefit laws and regulations. Ability to analyze and interpret new statutes and rules and maintain compliance.
4. Excellent verbal, written and electronic communication skills.
5. Excellent computer skills, including Microsoft Office, G-Suite, HRIS, and benefits tracking system.
6. Strong organizational and analytical skills.
7. Ability to interact and problem solve with employees at all levels of the organization in a professional and effective manner.
8. Ability to exercise good judgment and maintain confidentiality at all times.
9. Demonstrated time management and organizational skills with the ability to work under high pressure.
10. Proven effectiveness in a team environment and the ability to work independently with limited supervision.

| Employee is required to: | Never | Occasionally 1-33% | Frequently 34-66% | Continuously 66-100% |
|---|--------------|-------------------------------|------------------------------|---------------------------------|
| Stand | | X | | |
| Walk | | X | | |
| Sit | | | | X |
| Use hands dexterously (use fingers to handle, feel) | | | | X |
| Reach with hands and arms | | | | X |
| Climb or balance | | X | | |
| Stoop/kneel/crouch or crawl | | X | | |
| Talk, see and hear | | | | X |
| Taste or smell | | X | | |
| | | | | |
| Up to 10 pounds | | | X | |
| Up to 25 pounds | | X | | |
| Up to 50 pounds | X | | | |
| Up to 75 pounds | X | | | |
| More than 100 pounds | X | | | |

DATE: 04/29/2008

REVISED: 08/24/2023, 10/20/2025