

**KEYSTONE CENTRAL SCHOOL DISTRICT
POSITION DESCRIPTION**

TITLE:	Benefits Secretary
QUALIFICATIONS:	High school diploma or G.E.D. required; post-secondary training in secretarial studies or executive secretarial-type experience or successful employment as a school secretary; ability to demonstrate the required job skills.
REQUIRED TEST:	Secretarial Test
REPORTS TO:	Fiscal Operations Supervisor
JOB GOAL:	To contribute to the efficient operation of the Business Office to ensure the appropriate administration of employee benefits.
CLASSIFICATION:	B

PERFORMANCE RESPONSIBILITIES:

1. Maintains and distributes benefit documentation and annual notices including, but not limited to, medical, dental, vision, Cobra eligibility, health reimbursement accounts, flex accounts, life insurance, long term disability, employee assistance benefit, sick bank, purchase of service, and health care reform.
2. Maintains third party documentation and contracts regarding benefits and assists with HIPPA compliance documentation and trainings.
3. Tracks hours for variable hour employees for health care reform.
4. Tracks and processes benefit enrollment changes, including but not limited to, new hires, terminations, probationary employees, dependent changes, and leave of absences.
5. Appropriately adjusts benefits to coincide with contractual language as needed.
6. Calculates and distributes new health care annual rate sheets per bargaining unit specifications.
7. Assists with payroll preparation related to payroll deductions for benefits and salary adjustments for unpaid leaves.
8. Processes benefit enrollment changes with vendors and third-party administrators.
9. Reconciles vendor invoices and submits for payment as required.
10. Maintains employee annuity contributions and related demographic data.

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11. Provides requested benefit and demographic information as needed by, vendors, auditors and state agencies including, GASB, HIPP, court cases, PSERS Premium Assistance, workers compensation, and Department of Labor.
12. Provides employee leave balances as needed.
13. Tracks and processes all leave taken and reconciles leave accuracy to payroll.
14. Balances end of year leave balances and does year end rollover, including audit documentation.
15. Maintains retiree insurance information, including enrollments and terminations, COBRA, and updating annual costs.
16. Receives and records HIPP payments and employee medical co-pay reimbursements for unpaid leaves.
17. Prepares severance calculation, makes benefit revisions, and processes severance checks with third party vendor.
18. Creates and maintains district employee on boarding and off boarding procedures and checklist in coordination with human resources.
19. Maintains confidentiality regarding personnel and payroll matters.
20. Attends trainings and/or webinars to keep up to date on software applications and procedures.
21. Assists district employees, vendors and others with software, procedures and compliance issues.
22. Exercises good judgment, courtesy and tact when receiving inquiries and determining proper disposition of problems.
23. Maintains a complete, systematic and up-to-date set of records within the area of responsibility.
24. Cross-trains with other office secretaries to provide coverage during absences, when appropriate and necessary.
25. Consistent attendance is a requirement of the position.
26. Other projects assigned related to the classification.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions of the job. The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned.

TERMS OF EMPLOYMENT:

1. Twelve-month position
2. In accordance with the Clinton County Education Secretarial Professionals Association/PSEA/NEA Agreement

Adopted by the Board of Directors on August 8, 2019.