

Killeen Independent School District

Job Description

Job Title: Employee Benefits Technician III
Reports To: Director for Risk Management and Employee Benefits
FLSA Status: Non-Exempt

SUMMARY

Maintains files and records for applicants and employees of the district by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

Facilitate communication regarding Employee Benefits to new employees during on-boarding and current employees throughout the year

Enter new hire, termination, and employee changes into the enrollment, benefits and COBRA systems.

In-processes new hires by providing district information, assisting with form completing, reviewing forms/data for accuracy. Ensure that the selected products do not go over monthly take home pay amount and advises employees of options when that does happen.

Responds to benefits inquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries.

Enters and updates employee data in the HRIS

Responsible for ordering department supplies and paying vendor invoices.

Assist and participate in the processing and distribution of ACA required documents.

Responsible for correction of all vendor exception reports in vendor and Frontline system monthly.

Responsible for all Retiree monthly billing, open enrollment and other issues that may arise regarding retirees.

Assist with Monitoring status of employees out on Temporary Disability Leave to ensure benefits are re-activated for enrollment upon return.

Assist with reviewing and updating all printed employee benefit information prior to Annual enrollment.

Assist with the annual open enrollment process, including attending group presentations, preparing, distributing, and receiving benefits material and enrollment forms.

Assists with preparation, planning, and execution of Annual Benefits fair to include design of Save the date post cards, flyers, games and all other necessary documents.

Maintains confidentiality of information.

Comply with HIPAA regulations.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

REQUIRED SKILLS

Knowledge of employee benefits programs
Knowledge of computer programs, including Microsoft Office.
Ability to develop basic spreadsheets and do word processing.
Ability to develop and maintain effective internal and external working relationships.
Ability to understand and follow oral and written directions.

EDUCATION and/or EXPERIENCE

Associate's degree and one year experience in a related field; or High School Diploma or GED and three years' experience in a related field.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, technical procedures, or governmental regulations. Ability to write business correspondence. Ability to effectively present information and respond to questions from employees or visitors to the school district.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

MENTAL DEMANDS/PHYSICAL DEMANDS/ENVIRONMENTAL FACTORS:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals.

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours; frequent districtwide, statewide, and out-of-state travel

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

Revised Date: April 10, 2025

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.