



## **JOB DESCRIPTION**

**TRENTON BOARD OF  
EDUCATION**

**DEPARTMENT: HUMAN  
RESOURCES**

### **JOB TITLE: BENEFITS SPECIALIST**

**REPORTS TO:** Benefits Manager

**Supervises:** N/A

### **NATURE AND SCOPE OF JOB:**

Under the direction of the Benefits Manager, the Benefits Specialist is responsible for the day-to-day administration and processing of employee benefits, leave tracking, and compliance-related functions. This role ensures accurate, timely, and compliant execution of all benefits operations while providing direct support to employees and HR staff.

### **QUALIFICATIONS:**

- Bachelor's Degree from an accredited college or university
- Minimum of three (3) years in Human Resources, personnel management, or benefits administration (school district preferred)
- Demonstrated knowledge of Human Resource Information Systems (e.g., EDUMET, Frontline)
- Working knowledge of: Employee benefits administration
- Leave laws (FMLA, NJFLA, NJFLI)
- NJ pension systems (TPAF/PERS)
- Strong analytical, organizational, and problem-solving skills
- High attention to detail and confidentiality
- Ability to manage multiple priorities in a fast-paced environment
- Strong communication and customer service skills
- Knowledge of federal and state labor laws
- Proficiency in Microsoft Office and Human Resource systems

**The BENEFITS SPECIALIST shall:**

- Serve as first point of contact for employee benefits inquiries
- Administer employee benefits programs including:
  - Health, dental, vision
  - Prescription, life insurance, and supplemental plans
- Workers' Compensation

**Assists Benefits Manager with:**

- New hire enrollments
- Qualifying life events
- Waivers, terminations, and dependent changes
- Maintaining benefits data in HRIS and onboarding systems
- Reconciling benefits enrollment with payroll deductions
- Coordinating and supports annual open enrollment process
- Coordinating COBRA notifications and documentation
- Administering and tracking all employee leaves, including:
  - FMLA
  - NJFLA / NJFLI
- Ensuring compliance with timelines, eligibility, and required forms
- Communicating leave status updates to stakeholders
- Coordinating with Payroll and Benefits Manager on leave-related impacts
- TPAF / PERS enrollments and transfers
- Retirement processing and documentation

**Ensures compliance with:**

- COBRA, HIPAA, ACA
- Federal and NJ leave laws

**Additional Responsibilities:**

- Maintain required benefits and leave documentation
- Complete audits, reports, and Board agenda documentation
- Support OSHA and Workers' Compensation reporting
- Respond to employee inquiries regarding HR and benefits matters
- Provide guidance via phone, email, and in-person support
- Model professionalism, confidentiality, and non-discriminatory practices
- Maintain working knowledge of all district benefits and programs
- Maintain knowledge of collective bargaining agreements
- Participate in HR reporting and administrative processes
- Perform other related duties as assigned

**EMPLOYMENT TERMS:**

The BENEFITS SPECIALIST shall be employed under the following terms:

1. Work year of twelve (12) months
2. Salary, benefits, and leave of time as specified in the Trenton Business and Technical Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State and policies, rules and regulations established by the Board of Education (N.J.S.A 18A:27-4 et seq.).

**STATUS:**    **Hourly** \_\_\_\_\_                      **Salaried** **X** \_\_\_\_\_  
                  **Exempt** \_\_\_\_\_                      **Non-Exempt** **X** \_\_\_\_\_

**EVALUATION**

The Benefits Specialist shall be evaluated in accordance with Board of Education Policy.