



Troy CCSD 30-C

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Job Title: Human Resources Specialist (Benefits & Leave Management Focus)

Department: Human Resources

Reports To: Director of Human Resources

Salary: Minimum Salary Starting at \$60,000– Commensurate with experience and qualifications.

Supervisory Responsibilities: None

FLSA Status: Non-Exempt

Primary Function:

Support the Director of Human Resources in the administration, coordination, and communication of employee benefits and leave programs, while assisting with overall HR operations to ensure efficient and compliant district practices.

Qualifications:

1. High school diploma required.
2. Bachelor's degree in Human Resources, Business Management, or related field preferred.
3. Prior experience in employee benefits administration, leave management, or school HR preferred.
4. Pre-employment medical examination, including tuberculosis clearance.
5. Successful completion of Regional Office of Education Fingerprint/Background Clearance, including FBI.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Duties and Performance Responsibilities:

Employee Benefits Administration

- Administer and support all employee benefits programs, including health, dental, vision, life insurance, and other voluntary benefits.

Disclaimer: This document is not intended to completely cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee.

Board Approved: April 15, 2026

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- Serve as the primary point of contact for employee benefit inquiries, enrollment, and issue resolution.
- Coordinate and manage open enrollment processes, including communication, materials preparation, and system updates.
- Maintain accurate benefits records and ensure timely entry into HRIS systems.
- Reconcile benefits billing and serve as liaison with insurance carriers and third-party administrators.
- Assist in benefits reporting, analysis, and compliance with applicable laws and regulations (e.g., ACA).

Leave Management

- Coordinate and track all employee leaves, including FMLA, medical, personal, and other district-approved leaves.
- Ensure compliance with federal and state regulations related to leave administration.
- Communicate leave eligibility, rights, and responsibilities clearly to employees and supervisors.
- Maintain accurate leave records and monitor usage to ensure proper documentation and reporting.
- Collaborate with payroll and administration to ensure accurate leave tracking and pay implications.

Human Resources Operations Support

- Act as liaison for new hires; ensure completion of onboarding requirements including benefits enrollment and required documentation.
- Maintain accurate personnel records, including benefits, leave, and employment data.
- Prepare HR reports related to staffing, benefits, and leave utilization.
- Assist with preparation of Board of Education agenda items related to personnel.
- Assist with compliance records such as certifications, background checks, and required trainings.
- Assist in development and improvement of HR processes and systems for efficiency and accuracy.
- Maintain confidentiality of all employee records and information.

General Administrative Support

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- Provide support to the Human Resources Department including correspondence, scheduling, and document preparation.
 - Respond to employee inquiries and provide timely, accurate information.
 - Assist with special projects and other duties as assigned by the Director of Human Resources.

Job Requirements: Skills, Knowledge, Abilities and Responsibilities

- Knowledge of employee benefits administration and leave laws/regulations preferred.
- Strong attention to detail and ability to manage confidential information.
- Ability to manage multiple tasks, prioritize, and meet deadlines.
- Strong interpersonal skills with the ability to work effectively in a diverse environment.
- Demonstrated professionalism and customer service orientation.
- Ability to work independently and exercise sound judgment.
- Proficient in office technology and HR systems.
- Maintains positive working relationships with staff, administrators, and external partners.
- Demonstrates flexibility in a fast-paced environment with frequent interruptions.
- Maintains regular attendance and punctuality.

Physical Demands:

1. This position requires some standing, ability to bend and physical dexterity.
2. Prolonged periods of sitting at a desk and working on a computer.
3. Must be able to meet the essential requirements with or without reasonable accommodations.

Working Conditions:

1. Duties of this position may vary but are generally performed in an office setting.
2. Travel to various sites within the Troy School District and other locations is expected based on District needs.

Terms of Employment:

District Support Staff/12 Months

Non-Union

Completion of mandated training through Global Compliance Network within 45 days of start date.

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Evaluation:

Performance of this job will be evaluated in accordance with the provisions of the Board's policy 5:320 on Evaluation of Educational Support Personnel.

Employee Acknowledgement

I have received and understand the requirements, essential functions, and duties of this position.

Employee Signature

Date