

Benefits Supervisor
New Hanover County Schools

Job Description

Class: Administrative
Dept: Human Resources

TITLE: Supervisor

QUALIFICATIONS:

1. Bachelor's degree in Human Resource Management or related field. NC Administrator/Supervisor Certificate preferred or equivalent combination of education and experience.
2. Five to seven years experience with personnel operations with an emphasis in benefits compensation.
3. Other qualifications as the superintendent and board may find appropriate and acceptable.

REPORTS TO: Director of Human Resources

JOB GOAL: Supervise the retention, development and support of New Hanover County Schools' employees through benefits compensation.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

1. Follow all rules, policies and procedures of New Hanover County Schools, along with state and federal regulations pertaining to personnel issues.
1. Administer and implement NHCS Benefits Program including State Health Plan, State Employees' Retirement System, Disability Income Plan, 401K, and flexible benefits plans.
2. Responsible for employment and human resources services to include employee/employer problems and concerns in the benefits area.
3. Communicate extensively with employees, principals, supervisors, brokers/vendors, insurance carriers and medical providers concerning benefits and claims.

4. Process forms, statements and other related materials dealing with workers' compensation.
5. Determine benefits eligibility for employees.
6. Process leave, disability, resignation and retirement requests for all employees.
7. Keep informed of federal, state and local policies concerning all areas of benefits and program administration.
8. Establish and maintain benefit induction program for all new employees.
9. Assist active and retired employees in areas of health insurance, retirement and other concerns.
10. Serve as liaison to Payroll Department for employee benefit information.
11. Perform other duties and responsibilities as requested by the Director of Human Resources.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Exempt

Starting Salary and Grade: SA II

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Ability to communicate clearly and concisely, both orally and in writing; ability to communicate well with school personnel, employees, and central office staff.
- Demonstrate functional knowledge of computers and all aspects of the Microsoft Office Professional software programs.
- Ability to work independently, meet deadlines and accomplish specific tasks as requested.
- Ability to learn, interpret, and explain policies, regulations and procedures.
- Ability to establish and maintain effective working relationships as necessitated by work assignment.
- Comply with confidentiality requirements in local, state and federal policies and statutes.
- Physical ability (able to exert up to 20 pounds of force occasionally) and dexterity to perform the duties and responsibilities of the job.