

EMPLOYEE BENEFITS REPRESENTATIVE



Human Resource Department

Purpose:

The Employee Benefits Representative provides clerical and administrative expertise and support in order to assure proper enrollment of employees in employee benefit plans.

Reports to: Health Resource Coordinator

Nature & Scope:

The Employee Benefits Representative performs work of a regular and recurring nature under general supervision. The nature of the work requires adherence to policies, procedures and regulations. Accuracy of entries and records must be excellent, given the corresponding high degree of financial impact.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's mission.
2. Assures all district employees are enrolled in appropriate medical, dental, life, long-term disability, and flexible spending benefit programs.
3. Provides appropriate forms and information to employees, spouses and beneficiaries. Serves as primary contact for, and provides customer service to district employees regarding enrollment, eligibility, and coverage for health insurance and other benefit programs.
4. Oversees both paper and online enrollment processes, ensuring compliance and accuracy.
5. Provides customer service for long term disability, death benefits and employee assistance program.
6. Processes claims for long term disability and death benefits.
7. Acts as a first-level liaison with insurance companies regarding claims, complaints, and procedural problems.
8. Provides assistance to Health Resource Coordinator in open enrollment and other benefit activities.
9. Prepares COBRA applications and provides enrollment change forms to all eligible district employees. Maintains proper documentation to ensure compliance with federal law.
10. Provides customer service regarding benefits. Reviews and adjusts retiree health costs. Maintains database and sends appropriate follow up information to retirees.

11. Assures accurate billing and collection by managing overrides to the IFAS business/HR system. Tracks and bills, or deducts by exception, employees who do not fit the automatic program.
12. Manages an automated system which deducts premium payments directly from employee and retiree checking or saving accounts. Continually maintains and audits due to contract and plan changes.
13. Completes insurance verification letters and forms for employees, such as Department of Justice forms for child support purposes, or forms for coordination of benefits plan with Medicare.
14. Serves as secretary to the District Insurance Committee. Prepares agendas and supporting materials; takes and transcribes minutes; prepares and distributes final minutes and reports.
15. Assists with mandated Bloodborne Pathogen voucher program.
16. Assists in preparing special reports or projects requiring research, interpretation or auditing of financial and statistical data.
17. Provides clerical support as needed to Health Resource Coordinator.
18. Provides back up support to other HR teams and office staff in case of absence or work overload.
19. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
20. Complies with all procedures outlined in the *Code of Professional Conduct and Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook* and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must possess Associate's Degree.
2. Must possess two years of administrative support experience.
3. In lieu of #1 and #2, must have a high school diploma or GED and four years' experience necessary to provide the required knowledge and abilities to perform the job.
4. Must possess excellent written and oral communications skills.

Working Conditions:

The Employee Benefits Representative works primarily indoors in an office environment. The work environment is often controlled and quiet, but will also frequently include moderate to loud noise. The work environment may include exposure to unpleasant interior temperatures, dirt, and communicable diseases. The work requires regular focus on a computer screen and precise control of fingers and hand movements. Bending, stooping, kneeling and lifting up to 20 pounds and may also be required on occasion.

Work Year: 12-month

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: February 14, 2019

Date Revised: November 26, 2018

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veteran status, genetic information or disability in any educational programs, activities or employment.