

WAUNAKEE COMMUNITY SCHOOL DISTRICT

EMPLOYMENT & BENEFITS SPECIALIST

Classification Level III

Job Description

QUALIFICATIONS:

- 1) High school graduate or equivalent with 3 to 5 years of insurance knowledge/experience.
- 2) Strong organizational, computer, and communication skills.
- 3) Ability to operate office equipment such as, copier, fax machine, calculator, and multi-line phone.
- 4) Knowledge of software applications currently used in the District, such as e-mail, word processing, Excel spreadsheets, and database management.
- 5) Ability to assume responsibility, display initiative, and exercise good judgment.
- 6) Ability to perform duties of a sensitive and confidential nature.

REPORTS TO: Director of Human Resources

GENERAL RESPONSIBILITIES:

Performs responsibilities necessary to process employee benefits and contract information in an accurate, efficient and timely manner. Adapts to a wide variety of responsibilities. Presents a positive image in contacts with staff members, community members and benefits providers. Properly handles all confidential matters.

ESSENTIAL FUNCTIONS:

1. Coordinate administration of employee benefit plans, including health, dental, life, short-term disability, long-term disability, flexible spending, 403b, long-term care, and Wisconsin Retirement.
2. Submit enrollment forms and insurance transmittals to insurance providers for new employees, qualifying event changes, dependent status changes, and terminations. Update benefit election screens on Skyward. Maintain employee benefit files.
3. Coordinate and conduct individual and group meetings to present benefit information for new employees and inform employees of benefit changes. Maintain up-to-date carrier forms and policy booklets for distribution to staff.
4. Act as liaison to district employees to answer questions and resolve issues regarding benefits. Maintain working relationships with insurance representatives.
5. Process paperwork and provide support to the Director of Human Resources as requested relating to benefit policies, procedures and compliance requirements.
6. Prepare retiree information packets.

7. Maintain retiree insurance schedules and payments.
8. Prepare COBRA election forms and COBRA notices for Director of Human Resource's signature.
9. Monitor COBRA payments from retirees and former employees.
10. Prepare reports as required by State and Federal Regulations relating to FMLA, COBRA, HIPPA, Medicare, Flexible Spending Plans and the district health and dental plans.
11. Prepare annual employee and retiree notices for health insurance dual choice, dental enrollment, and flexible spending plan enrollment. Complete required notices relating to Medicare eligibility, HIPPA, certificates of creditable coverage, COBRA and required 403b notices. Coordinate annual distribution of Wisconsin Retirement statements.
12. Provide updated group census information to health, dental, life and disability carriers as requested.
13. Compile, type and distribute survey information as requested. Respond to questionnaires from insurance providers, DPI, state, and federal agencies.
14. Maintain administrator, teacher, and support staff wage/salary, position assignment and FTE data on Skyward Employee Management and spreadsheets. Maintain excel spreadsheets for part-time teacher salaries, teacher FTE allocation, support staff hours allocation and teacher experience points. Maintain local and total years experience and points teacher data on Skyward. Process annual employee management plan rollovers.
15. Maintain close working relationship with Payroll Specialist to coordinate timely export and submission of compensation data and benefit changes for upcoming payrolls. Prepare and submit new employee wage/salary data, beginning of the year administrator, teacher and support staff salary increase data to payroll. Prepare and submit new benefit enrollments and employee benefit changes via benefit election forms to payroll.
16. Prepare administrator, teacher and support staff letters of intent. Prepare contracts for teachers and administrators. Prepare wage sheets for support staff. Answer staff questions to resolve contract questions.
17. Prepare and submit PI-1202 Staff Audit Report to the Department of Public Instruction.
18. Process worker's compensation paperwork. Act as liaison between the employee, insurance carrier and worker's compensation carrier. Maintain OSHA logs and post annual OSHA reports as required under federal regulations.
16. Answer telephone, take messages, screen calls, make appointments, and schedule meetings.

17. Provide back up for Human Resources Administrative Assistant.

OTHER FUNCTIONS:

18. Perform other responsibilities as assigned by the Director of Human Resources.

19. Promote a positive image of the District at all times.

20. Maintain confidentiality and loyalty to employer.

Adopted: February 2008

Waunakee Community School District