

**MADISON COUNTY SCHOOLS**  
**Job Description**

**CLASS TITLE:** Health Benefits Coordinator / Human Resources Administrative Assistant

**REPORTS TO:** Director of Human Resources, Associate Human Resources Director

**EXEMPT STATUS:** Non-Exempt

**APPROVED:** January 14, 2016- Order #2016-1720

**BASIC FUNCTION:**

Oversee the implementation and maintenance of the employee benefits program; coordinate enrollment for employee benefits; counsel employees of benefits and options; process classified applications, orient new employees, prepare and maintain personnel records, provide information and assistance in person and on the telephone to the public, staff and personnel regarding personnel matters, provide clerical support to the HR department.

**REPRESENTATIVE DUTIES:**

- Counsel principals, division and department heads, employees and employee representatives of certified and classified benefit and retirement plans.
- Supervise the distribution of employee benefits information and assist employees and applicants with processing enrollments and forms for various benefits.
- Oversees the implementation and maintenance of the employee benefits program and dental plan.
- Coordinate the processing of unemployment insurance and assist with workers' compensation claims pertaining to loss of benefits.
- Organize and attend benefit workshops and seminars to maintain current knowledge of statutes, regulations, rules and District policies for coverage's pertaining to employee benefits; update benefit information for employees pertaining to employee benefits; update benefit information for employees as needed.
- Coordinate activities with Personnel Services and division and department heads in the information and completion of paper work related to employee benefits; coordinate the implementation of various benefits.
- Perform related duties as assigned.
- Orient new employees and provide necessary information.
- Establish and maintain complex automated alphabetical, numerical, and subject matter files and data.
- Maintain security of personnel files.
- Maintain regular attendance.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Various employee benefits plan.
- Counseling techniques.
- Business and accounting procedures.
- Laws, statutes, regulations, policies and procedures related to benefits.
- Record-keeping techniques.
- District organization, operations, policies and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Auditing procedures related to employee benefits.
- Personnel office methods, practices and procedures.
- Oral and written communication skills.
- Telephone techniques and etiquette.

### **ABILITY TO:**

- Supervise the implementation and maintenance of the employee benefits program.
- Coordinate enrollment for employee benefits.
- Assist employees and applicants with processing enrollments and forms.
- Analyze situations accurately and adopt an effective course of action.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Work independently with little direction.
- Meet schedules and time lines.
- Perform responsible personnel clerical duties.
- Type at an acceptable rate of speed.

### **PHYSICAL DEMANDS**

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull light weights

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or G.E.D. Certificate as required by Kentucky law and three years increasingly responsible employee benefit experience.