

EMPLOYEE BENEFIT SPECIALIST

Classification: Administrative – Central Office

Location: Assigned Department

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Responsible for administering assigned employee benefit programs, payroll accounts and payroll related accounting functions.

Part II: Supervision and Controls over the Work:

Works under the general supervision of the administrator responsible for financial services. Work is controlled by state and federal payroll accounting requirements and procedures, generally accepted accounting procedures, district policy and regulations, collective bargaining agreements, and direction of the administrator. Employee is expected to administer and process general payroll operations and activities with limited need for assistance from the administrator except in unusual or difficult matters or in situations for which there is no district precedent.

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. Maintain and administer employee benefit programs to include:
 - a. Informing employees of benefit options and costs.
 - b. Assisting employees in benefit enrollment.
 - c. Entering employee benefit information in the payroll and accounting system.
 - d. Processing benefit claims and payments.
 - e. Coordinating with 3rd parties on claims resolution.
 - f. Managing open enrollment.
 - g. Participating in insurance and benefit committees.

- h. Maintains knowledge of and advising employees on state retirement system options, eligibility for 403B or other forms of tax-sheltered annuities or deferred compensation programs. Assist in the processing of forms and payroll system data entry for retirement options.
 - i. Manage compliance with federal and state tax, statistical, workers' compensation, and unemployment reporting.
 - j. Prepare required quarter and annual reports for above.
2. Assist in and support some or all of the following:
- a. Establishes payroll record for employees assuring accurate documentation and entry of wage and benefit entitlements and deductions, retirement coverage, leave entitlement, COBRA entitlements, deferred compensation and tax-sheltered annuity, and other payroll related provisions.
 - b. May participate in the orientation of new employees in terms of compensation, benefits and entitlements, and to assist them in completion of payroll related forms and documentation.
 - c. Processes cyclical payrolls to include monitoring automated payroll entries, verifying/entering/auditing timekeeping data and personnel action notices to determine employee status, leave reporting and payments. Verifying payroll computations. Monitors and processes specialized payroll transactions such as garnishment, sick leave and personal leave cash out, VEBA and processes related accounting transactions. Processes and reconciles monthly payroll deduction withholding.
 - d. Receives, researches, and responds to employee and supervisory inquiries. Advises supervisors on procedures, timelines, and reporting requirements. Researches payroll discrepancies and calculates and prepares pay and leave adjustments when necessary.
 - e. Monitors payroll and leave reports and coordinates with supervisors and human resource office staff when potential discrepancies are noted. Determines and initiates necessary resolution.
 - f. Maintains current knowledge of the payroll/accounting system, bargaining agreements and contracts, payroll related laws and regulations and District personnel and payroll policies. Serves as liaison with other public agencies in coordinating employee payroll adjustments.

Perform other duties as assigned.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Associate degree or equivalent in business, accounting, or related functions.
- Three (3) years of substantive and progressively responsible payroll accounting experience in a reasonably complex environment (e.g., multiple work groups, management/salaried/hourly employees, unionized workers, etc.)
- Able to work in an environment with frequent interruptions and changing tasks and priorities.
- Able to remain calm and focused and to assist employees who may be emotional, distraught, or frustrated.
- Able to follow written and verbal direction, maintain a high level of confidentiality, and take the initiative when necessary. Ability to effectively communicate on complex issues with a high level of effectiveness.
- Able to organize work and set priorities for accomplishing work in a timely and effective manner.
- Able to work collaboratively and effectively with other staff, employees, and supervisors.
- Skill in the use office and computer equipment and use standard office software and automated payroll and accounting systems.
- Knowledge of employee benefits programs and systems.

Part V: Desired Qualifications:

- Bachelor's Degree in Business or Accounting.
- Experience in a public school setting payroll accounting systems.
- Bilingual and bicultural skills.

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to bend, reach, perform repetitive motions, sit, stand, move about, hear and speak. Employee is required to perform extensive work at a computer display terminal.
- The employee must occasionally lift and/or move 25 to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.