



**POSITION DESCRIPTION**

**SECTION I: GENERAL INFORMATION**

<b>Position Title:</b> <b>Benefits and Leave Coordinator</b>	<b>Department / Building:</b> Human Resources / District Office
<b>Reports To:</b> Director of Administrative Services	<b>FLSA Status:</b> Exempt
<b>Grade / Subgrade:</b> Confidential	<b>Bargaining / Work Unit:</b> Unaffiliated
<b>Duty Year:</b> 260 days	<b>Position Last Updated:</b> 11-06-2023

**SECTION II: JOB SUMMARY**

Performs complex administrative and project work related to benefits and leave administration including counseling employees on benefits enrollment, benefits maintenance, coordinating benefit impacts with payroll, and acting as a liaison with vendors and other agents to ensure proper enrollment and billing.

In addition, will be responsible for managing leave requests and acting as a district liaison on worker's compensation claims and staff safety reporting. Day-to-day supervision by HR Supervisor and Director of Administrative Services.

**SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES**

<b>Duty/Responsibility #</b>	1	<b>Statement of duty/responsibility:</b> Benefits Administration & Payroll Coordination
<b>Percent of Time</b>	65%	

**Tasks involved in fulfilling above duty/responsibility:**

- Manages enrollment, orientation, and execution of the District’s medical, dental, and life insurance and long-term disability plans.
- Acts as a liaison and responsible for monitoring flexible spending, VEBA, and HSA benefit accounts.



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- Responsible for maintenance of retiree benefits and communication with retirees
- Responsible for the ongoing coordination and verification with payroll to ensure timely and accurate employee payroll deductions and benefit distributions in concert with applicable employment contracts, vendor agreements, employment laws, and best operational practices to ensure accuracy for staff and mitigate district risk exposure. These tasks can constitute 35% or more of this position at different times of the year.
- Interfaces with insurance company representatives and consultants for plan administration and renewal determinations.
- Researches and provides recommendations on benefits program alternatives that may be appropriate for the district.
- Develops and revises procedures as required to comply with legal and operational needs in the administration of employee benefit programs.
- Interprets bargaining unit contracts and unaffiliated contracts regarding all areas of benefit eligibility.
- Manages and processes employee insurance election and employee benefits/deductions in the benefits management software system and the HR/Finance software system, and closely collaborates with Business Services personnel including the payroll coordinator to ensure accurate and timely coordination of district payroll.
- Administers COBRA (Consolidated Omnibus Budget Reconciliation Act of 1985), HIPAA (Health Insurance Portability and Accountability Act of 1996), and FMLA (Federal Family Medical Leave Act of 1993).
- Conducts and coordinates annual open enrollment periods for the health and dental plans for all staff members including communication with staff.
- Verifies health and dental insurance billing statements with District enrollment data to ensure accuracy of enrollment, payment, and payroll interface.
- Administers and supervises benefit programs for staff on approved leaves of absence.
- Administers 403b retirement benefit plan.
- Responsible for compliance with ACA and GASB75 reporting and other state requirements.
- Serves as a resource to the HR Supervisor and Director of Administrative Services and support for the negotiations process regarding insurance benefits through research and plan design recommendations.

<b>Duty/Responsibility #</b>	2	<b>Statement of duty/responsibility:</b> Leaves of Absence and Workforce Leave Management
<b>Percent of Time</b>	20%	

**Tasks involved in fulfilling above duty/responsibility:**

- Determines proper leave protocols following federal and state law and individual bargaining agreements in accordance with applicable laws.



- Manages leave of absence process and communications with individual employees and their supervisors about contract leave options and other applicable rights.
- Facilitates and tracks employee medical and physical documentation.
- Monitors district compliance with the Employee Safe and Sick Time law (ESST).
- Coordinates with Business Services in the payroll implications of approved leaves
- Responsible for mandated reporting to TRA and PERA of approved leaves
- Responsible for periodic organizational reporting of leaves, leave trends, and fill rate analysis.

<b>Duty/Responsibility #</b>	3	<b>Statement of duty/responsibility:</b> Workers Compensation & Workplace Safety
<b>Percent of Time</b>	10%	

**Tasks involved in fulfilling above duty/responsibility:**

- Processes and maintains regulated files on worker's compensation claims; works collaboratively with supervisors and support staff to determine applicable restrictions, accommodations, and returns to work.
- Partners with Workers Compensation company to facilitate safety training and evaluations.
- Assist with district health & safety programs as required by federal, state and local mandates in coordination with other departments as directed.

<b>Duty/Responsibility #</b>	4	<b>Statement of duty/responsibility:</b> Special Projects & Onboarding
<b>Percent of Time</b>	5%	

**Tasks involved in fulfilling above duty/responsibility**

- Leads and coordinates all meetings and logistics for the insurance committee and wellness committee and respective initiatives.
- Responsible for benefit related tax reporting as required by law.
- Coordinates benefit and staff training components of onboarding for new staff.
- Maintains benefits related information on the District website.
- Performs other job-related duties as requested or assigned.

**SECTION IV: KNOWLEDGE, SKILLS, AND ABILITIES**

- Basic knowledge of reading, writing, and math concepts sufficient to assist staff.
- Ability to work purposefully, confidently, and independently within authority and responsibility parameters of the position with minimal supervision.



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- Demonstrated listening skills.
- Ability and willingness to collaborate and cooperate with other staff in accomplishing the goals of the school district.
- Ability to develop and maintain effective working relationships with staff..
- Ability to communicate in oral or written form in a grammatically correct manner.
- Ability to read and interpret simple directions and comprehend written information.
- Knowledge, skill, and ability to respond calmly and appropriately in emergency situations.
- Knowledge of and compliance with all District policies and procedures applicable to effectively performing this position as outlined in the job description.
- The knowledge, skill, and ability to set up, maintain, and ensure the security and confidentiality of data and information, particularly staff related records.

## SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- Bachelor's degree in Human Resources, Business Administration, or other related fields strongly preferred.

## SECTION VI: EXPERIENCE REQUIREMENTS

- Two or more years' of human resources and/or benefits administration experience preferred. Public or school experience preferred.

## SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to provide a safe educational environment where students develop lifelong skills that nurture positive attitudes and self-worth.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment, and Resources.

## SECTION VIII: PHYSICAL JOB REQUIREMENTS

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.



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Demands				
N = never / O = occasionally (1-33%) / F = Frequently (34-66%) / C = Consistently (67-100%)				
Physical		Lifting/Carrying		Exposure to Environmentals
Standing	O	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through body and/or body fluids
Walking	O	Up to 25 pounds	O	Toxic chemicals
Sitting	C	Up to 50 pounds	O	Moving parts
Talking in person/on the phone	C	Up to 75 pounds	N	Electrical shock risk
Pushing/pulling	O	Up to 100 pounds	N	Explosives
Hearing	C	More than 100 pounds	N	Fumes
Feeling, grasping, finger dexterity	C	<b>Noise Levels</b>		Extreme cold (non-weather)
Climbing, balancing	N	Quiet (i.e. private office)	C	Extreme heat (non-weather)
Stooping (bend at waist)	N	Moderate noise (i.e. business office with printers, light traffic)	F	Varying weather conditions
Crouching, crawling, kneeling, squatting	N	Loud noise (i.e. many children laughing and playing, large earth moving equipment)	O	<b>Sight</b>
Stretching/reaching with hands and arms	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust focus
Distinguishing smell	N			Looking at computer monitor
Distinguishing temperature	N			Color vision (identify and distinguish colors)
Traveling by automobile	O			Peripheral, depth perception

## NOTICES

### Notice of Nondiscrimination

St. Michael-Albertville School District 885 does not discriminate on the basis of disability in admission to its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. District 885 also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator for personnel, Douglas Birk, Director of Administrative Services, at 763-497-6504.

### Equal Employment Opportunity Employer Notice

The St. Michael-Albertville School District 885 is an equal employment opportunity employer who applies veteran's preference during hiring in accordance with applicable laws and district policy. The STMA



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District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, marital status, sex, status with regard to public assistance, disability, sexual orientation, age, family care leave status, or veteran status.