

Argyle ISD

Job Title: Employee Benefits and Leave Specialist **Exemption Status/Test:** Nonexempt
Reports to: Deputy Superintendent **Date Revised:** February 11, 2021
Dept./School: Human Resources

Primary Purpose:

Coordinate the employee benefits program for the district. Maintain records and provide assistance to employees to ensure effective use of benefits.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of administration of employee benefits programs and applicable laws

Knowledge of federal leave requirements such as FMLA

Knowledge of workers' compensation

Ability to interpret and disseminate insurance and benefits information to individuals and groups

Strong organizational, communication, and interpersonal skills

Ability to effectively present information in one-on-one and to small and large groups of employees

Proficiency in keyboarding and file maintenance

Ability to use software to develop spreadsheets, databases, and do word processing

Knowledge of basic accounting principles

Experience:

1 year of experience in benefits administration, insurance administration, or related field

Major Responsibilities and Duties:

Benefits Administration

1. Administer employee benefit programs such as group health insurance, dental, life, and medical reimbursement.
2. Handle employee benefit inquiries and complaints to ensure quick, equitable, and courteous resolution. Act as liaison between employees and insurance carrier's claims office and resolve administrative problems with insurance carrier representatives.
3. Provide timely notice to employees under the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability and Accountability Act (HIPAA), and Affordable Care Act (ACA) including issuing certificates of coverage for all medical plans for all terminated employees and dependents.
4. Assist in conducting benefits orientation meetings and enrollment of new employees in benefit plans.

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5. Assist with annual open enrollment process, including making group presentations and preparing, distributing, and receiving materials and forms. Process all employee benefit enrollment and change forms within required time limits to meet payroll deadlines.

Records, Reports, and Correspondence

6. Prepare and verify monthly premium statements for all group insurance policies. Balance and submit billing statements to accounting for payment.
7. Maintain all benefits-related records including statistical data relative to premiums and cost. Assist with required data entry and preparation of reports.
8. Assist with preparation of benefits handbook, including word processing, coordinating printing, and distribution.
9. Maintain and distribute insurance forms and supplies to campuses and other district buildings.
10. Compile, maintain, and file all reports, records, and other documents as required.
11. Track absence data and provide campus principals, other department heads, and others with trend reports.
12. Maintain employee leave records, including confidential medical information in accordance with federal and state laws and regulations and district policies and procedures.
13. Maintain confidentiality of information.

Leave Administration

14. Process all long-term absences according to established guidelines including determining eligibility for various leave programs (e.g., family medical leave and temporary disability leave) and providing employees with appropriate and timely notice.
15. Counsel with employees and supervisors concerning leave benefits and provide employees with accurate information related to absences such as deductions from pay, medical certification requirements, return-to-work dates, and fitness-for-duty requirements.
16. Work cooperatively with payroll department and risk management to process and coordinate all employee leaves and absences, including those relating to workers' compensation claims.
17. Work with campus and departmental administrative staff to process daily absence reports.
18. Assist with employee orientation program and present information on leave benefits.

Other

19. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

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None.

Mental Demands/Physical Demands/ Environmental Demands:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting. Occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse. Occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____

Date _____

Received by _____

Date _____