

27J Schools

CLASSIFIED POSITION JOB DESCRIPTION

Job Title:	Benefits Specialist
Date Prepared or Last Modified:	December 2020
Work Year:	12 months
Department:	Human Resources
Reports To:	Chief Human Resources Officer

SUMMARY: Provides professional, technical, and analytical work related to the Human Resources Department, including administering all areas of employee benefits and acting as primary contact with benefit carriers'/insurance companies, third party administrators, and the district insurance consultant/broker. Assists the Chief Human Resources Officer in evaluating issues related to benefits and in providing other Human Resources related services.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

D 35% Administers and communicates regarding all employee benefit programs. Coordinates the renewal and bid process of benefits programs with the insurance consultant providing data/reports and prepares employee census data for current or potential carriers. Reviews contracts with insurance carriers and third party benefit administrators for accuracy and compliance. Organizes District Insurance Advisory Committee meetings and provides information/materials to the committee regarding insurance renewals or new benefit programs. Posts all employee benefit information on district HR website. Respond to inquiries (both verbally and in writing), provides technical assistance regarding eligibility, coverage and interpretation of benefit plans. Monitors and enters ACA codes monthly into HRS, quality checks for errors for 1095. Tracks employee hours for compliance with ACA.

Mediates problems/disputes between employees and insurance carriers over enrollment, eligibility, coverage, and claim disputes. Maintains online access to insurance carriers' websites for enrollment, changes and terminations of coverage, order ID cards, etc.

D 20% Serves as administrator of two Temporary Leave Banks for participating employees. Prepares and distributes annual leave bank election forms; maintains records of employee membership, usage and balances in the bank; and calculates/processes Temporary Leave Bank Applications. After committee meeting, contacts employee (both verbally and in writing) with committee's decision. Prepares annual leave bank report.

A 10% Administers the annual employee open enrollment period for employee insurance plans and other benefit programs, such as Flexible Spending Account plans & Health Savings Accounts. Organizes dates and locations of meetings; assists the district insurance consultant and other third party administrators in preparing annual employee open enrollment materials; presents/explains the benefits package/options to newly eligible employees during meetings and to other employees as requested; assists employees with filling out appropriate payroll/personnel forms; answers employee questions; collects/reviews all benefit enrollment forms for completeness.

D 10% Prepares a monthly list of all the employee insurance. Verifies data has been entered and processed accurately by reviewing the payroll. Faxes, mails or enters online all the insurance enrollment; changes; terminations to insurance carriers, third party administrators or health savings account bank.

W 10% Administers all aspects of COBRA including determining compliance with COBRA laws, eligibility, preparing and mailing of COBRA notices, enrollment, terminations, tracking COBRA premium payments, and answering questions regarding COBRA costs, eligibility, coverage, and timelines.

D 5% Administers district's self-insured dental plan. Assists employees with plan enrollment, answers benefit & eligibility questions, and assists with claims disputes. Prepares annual report of dental plan statistics (total premiums paid, total claims paid, admin. fees paid to claims processor, ending fund balance, number of participating employees per month) used to determine if premium rate change is needed. Assists third party administrators to update dental plan booklet and claim form as needed. Provides enrollment, changes & termination information to third party claims processor.

W 3% Creates various reports/graphs as needed or requested by both internal sources and external agencies including creating Query reports from the payroll/personnel system database. Extrapolates and manipulates data from various data bases to prepare required reports. Responds to questionnaires/surveys regarding employee salary and benefits, verbal and written benefit/insurance verifications, general surveys. Also gathers salary and benefit data from other districts or outside agencies.

A 2% Prepares and submits annual reports/surveys such as CEA salary and benefits survey, annual Medicare Coordination of Benefits Group Health Plan Report for Centers for Medicare & Medicaid Services, other various reports/projects/surveys, etc.

W 2% Serves as district's HIPAA Privacy Officer. Assures district compliance with new HIPAA Privacy rules, outline procedures needed to meet HIPAA compliance rules, send & collect business associates contracts, prepare/distribute Privacy notice to employees, collect employee confidentiality notices to employees having access to HIPAA protected information, investigate privacy complaints.

W 1% Updates, revises and maintains inventories of Human Resources benefit forms/materials as needed due to changes in carriers, laws, policies, and procedures.

Ongoing 2% Performs other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma or equivalent and up to 2 years of college studies in Business or Human Resources or other relevant class work.

EXPERIENCE: No experience or up to two years of experience in employee benefits administration.

SKILLS, KNOWLEDGE, & EQUIPMENT: Requires strong “people skills” and oral communication skills; advanced personal computer skills in Microsoft Office software; high-level reasoning and problem-solving skills required; intermediate math ability and advanced writing skills. Knowledge of human resources laws/principals/practices; knowledge of pertinent federal, state and local laws, regulations, and ordinances related to human resources are necessary. Knowledge of and use of the ~~IBM AS/400~~ **Allo** system required within 3 months of hire.

CERTIFICATES, LICENSES, & REGISTRATIONS: None required.

SUPERVISION/TECHNICAL RESPONSIBILITY: This job has no supervisory responsibilities. This position provides technical information, assistance, and direction to employees, applicants, visitors and callers to the Human Resources Department. It serves as a technical resource across the District to administrators, principals, building supervisors and employees on areas of Human Resources policies and procedures, specializing in employee benefits.

JUDGMENT AND DECISION MAKING: Majority of work is self-assigned and self-directed and driven by requirements set forth in federal or state law, contracts with insurance carriers, Board policy, and union agreements. Chief Human Resources Officer may assign special projects. Collaboration occurs with district benefit consultants/brokers; insurance carriers, third party benefit administrators, benefit survey consultants and several school district committees (Insurance Advisory Committee and Temporary Leave Bank Committees). Collaboration also occurs with Chief Human Resources Officer, other staff members in the Human Resources Department, district administrators, and supervisors. Supervisor is only involved in major decisions.

DIVERSITY OF DUTIES: Administer, facilitate, manage, and handle all issues related to employee benefits, as it relates to Human Resources procedures, personnel law, and union agreements. Be able to guide, assist, and counsel employees and administrators in all areas of Human Resources. Must have a detailed knowledge of the personnel/payroll data base. This position will cross-train with other staff members in the Human Resources Department. Ability to remember or find resources on where to find answers to questions regarding all aspects of employee benefits and to communicate effectively, both orally and in writing, to inquiries on procedures, policies, and laws relating to Human Resources. Technical skills involve thorough knowledge of the Personnel/Payroll system in order to create reports to extrapolate needed data to

prepare employee census reports to submit to vendors for benefit bids, to complete requested surveys/reports or to manipulate data into needed formats per carrier or administration requests. Mathematical and analytical skills are needed to prepare salary and benefit calculations/costs, for budget estimates/forecasts, for calculating amount of days/hours an employee needs to request from the Temporary Leave Bank, etc. Daily interaction within the immediate department as well as across the District.

The physical demands, work environment factors, and mental functions described below 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.

PHYSICAL REQUIREMENTS AND WORKING CONIDITIONS: While performing the duties of this job, the employee is regularly required to sit and use hands to finger, handle, or feel. The employee is frequently required to talk or hear and reach with hands and arms. The employee is occasionally required to stand, walk, climb or balance, and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT: The noise level in the work environment is usually quiet.

MENTAL FUNCTIONS: While performing the duties of this job, the employee is regularly required to communicate; frequently required to coordinate and use interpersonal skills, and occasionally required to compare, analyze, copy, instruct, compute, synthesize, evaluate, compile, and negotiate.