

SCHOOL DISTRICT OF DESOTO COUNTY
BENEFITS, LEAVES & RETIREMENT SPECIALIST
JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Three years (3) of clerical experience.
- (3) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of employee insurance benefits. Knowledge of Health Insurance Portability and Accountability Act (HIPAA) privacy regulations. Knowledge of the Family Medical Leave Act (FMLA) and the Florida Retirement System (FRS). Ability to use basic mathematics and bookkeeping procedures. Ability to develop spreadsheets, manage data bases, and perform word processing functions using current office technology. Ability to manage time effectively. Ability to communicate effectively with members of the community, business professionals, school employees and peers. Ability to work with employees to resolve problems. Ability to communicate orally and in writing. Ability to plan, organize and establish priorities related to assignment. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Ability to answer a telephone in a professional and courteous manner. Ability to work cooperatively with others.

REPORTS TO:

Director of Human Resources

JOB GOAL

To assist the Director of Human Resources with clerical and technical support relating to the employee insurance benefits, leaves of absences (including leaves under the Family and Medical Leave Act), and retirement functions of the district.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Maintain and monitor the entire district's employee benefit plan including health, life, disability and voluntary deductions.
- *(2) Explain plan options and benefits to all employees.
- *(3) Investigate and resolve questions regarding benefits and payments.
- *(4) Distribute and assist in completing benefits enrollment forms.
- *(5) Enter and verify benefits-related data into software system for employee payroll deduction.
- *(6) Produce reports for benefit enrollment, benefit deductions, and plan participation.

BENEFITS, LEAVES & RETIREMENT SPECIALIST (Continued)

- * (7) Demonstrate initiative in the performance of assigned responsibilities.
- * (8) Provide assistance to employees applying for FMLA and leaves of absences.
- * (9) Reviews leave applications and medical documentation as needed to assist in determining FMLA eligibility.
- * (10) Provide communication with employees regarding benefits during the time of leaves.
- * (11) Assist employees applying for FRS.
- * (12) Balance invoices and pay for all deductions monthly by due dates.
- * (13) Assist employees applying for Florida Retirement DROP when eligible.
- * (14) Verify with Florida Retirement Online all new employees of prior enrollment in FRS.
- * (15) Monthly reporting to FRS of contributions made by employees and the employer.
- * (16) Annual Affordable Care reporting to the state.

Employee Qualities/Responsibilities

- * (17) Meet and deal effectively with the general public, staff members, administrators and other contact persons using tact and good judgment.
- * (18) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (19) Ensure adherence to good safety standards.
- * (20) Maintain confidentiality regarding school/workplace matters.
- * (21) Model and maintain high ethical standards.
- * (22) Maintain expertise in assigned area to fulfill position goals and objectives.
- * (23) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (24) Act as liaison between employees and benefits administrator.
- * (25) Exercise service orientation when working with others.
- * (26) Keep supervisor informed of potential problems or unusual events.
- * (27) Use effective, positive interpersonal communication skills.
- * (28) Respond to inquiries and concerns in a timely manner.
- * (29) Serve on school/district committees as required or appropriate.

System Support

- * (30) Exhibit interpersonal skills to work as an effective team member.
- * (31) Follow federal and state laws as well as School Board policies, rules and regulations.
- * (32) Demonstrate support for the school district and its goals and priorities.
- * (33) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- * (34) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- * (35) Participates in cross-training activities as required.
- * (36) Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

BENEFITS, LEAVES & RETIREMENT SPECIALIST (Continued)

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan.
Length of the work year and hours of employment shall be those established by the district.

COMPENSATION:

Compensation for this position is Pay Lane **E07**

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.