



## Human Resources Generalist – Benefits

### Purpose Statement

The role of the Human Resources Generalist - Benefits is to support the delivery of human resource services, specifically focusing on benefits administration and providing information to employees regarding benefits and related policies. The position addresses various issues and ensures that personnel functions comply with all applicable regulatory requirements.

### Supervisory Relationship

Reports to: Human Resources Director

### Essential Functions

- **Benefits Administration:** Administer employee benefit and worker's compensation programs, including enrolling new employees, explaining benefit options, organizing benefit fairs, mediating benefit eligibility and payment issues, managing open enrollment, filing claims, handling return-to-work processes, and managing FMLA and flex plans. Ensure maximum coverage for employees within contract specifications.
- **Eligibility Verification:** Assist personnel, beneficiaries, and insurance providers in verifying eligibility, conveying information, and processing claims.
- **Communication:** Communicate with employees, departments, administrators, and other stakeholders to provide information and assistance as needed.
- **Documentation Development:** Develop written materials, such as forms, procedures, brochures, and pamphlets, to document activities and convey information.
- **Document Distribution:** Distribute documents, such as open enrollment packets, new/change forms, fringe benefit packages, flyers, and identification cards, to provide information and proof of insurance coverage.
- **Information Provision:** Inform employees and applicants about procedures and program requirements, providing necessary information for decision-making and appropriate action.
- **Contract Interpretation:** Interpret contract language and employment regulations to ensure compliance with regulatory requirements.
- **Record Maintenance:** Maintain manual and electronic documents, files, and records, such as labor contracts, benefit provider contracts, claim files, and employee records, to provide accurate information in compliance with established guidelines.
- **Meeting Participation:** Participate in meetings to develop recommendations and support other staff on a range of issues.
- **Report Preparation:** Prepare reports and related documents to provide documentation and information to others.
- **Benefit Processing:** Process benefit information, such as lane changes, FMLA, flex plan, and Well Being Group, to complete enrollment/changes within program guidelines.
- **Reconciliation:** Reconcile enrollment forms and billings to employee records, such as COBRA, disability, retirement, health, and FMLA, ensuring accurate eligibility and payment information.
- **Research and Resolution:** Research discrepancies between employee, payroll, benefit providers, and government agencies to ensure record accuracy and maximize eligible payments. Resolve conflicts with benefit providers by verifying eligibility, conveying information, and processing claims.
- **Inquiry Response:** Respond to written and verbal inquiries from internal and external sources to resolve problems, provide information, and refer to appropriate personnel as needed.
- **Liaison Role:** Serve as a liaison to committees and organizations on behalf of the Human Resources Director to convey and gather information required for district operations.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.

- **Perform Other Duties:** Perform additional duties as assigned to support the effective operation of the work unit.

## **Job Requirements: Minimum Qualifications**

### **Skills**

- Planning and managing projects.
- Preparing and maintaining accurate records.
- Operating standard office equipment.
- Utilizing pertinent software applications.

### **Knowledge**

- Benefits practices applied within a school district environment.
- Interpreting contract language and employment regulations.
- Algebra and/or geometry.
- Reading technical information, composing documents, and facilitating group discussions.
- Codes, regulations, and laws related to job functions.

### **Abilities**

- Schedule activities, meetings, and events.
- Gather, collate, and classify data.
- Use job-related equipment effectively.
- Work independently and flexibly with diverse individuals and groups.
- Analyze issues and create action plans.
- Maintain confidentiality and establish effective working relationships.
- Communicate with diverse groups and work with detailed information and frequent interruptions.
- Adapt to changing priorities.

### **Responsibility**

Work under limited supervision using standardized practices and methods. Direct other persons within a small work unit. Track budget expenditures. Utilize resources from other work units as required. Continuously impact the organization's services.

### **Work Environment**

The role involves some lifting, carrying, pushing, pulling, stooping, kneeling, crouching, and fine finger dexterity. Typically, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally clean and healthy environment.

### **Experience**

Job-related experience with increasing levels of responsibility is required.

### **Education**

Community college and/or vocational school degree with study in a job-related area.

### **Clearances**

Criminal justice fingerprint/background clearance.

### **FLSA Status**

Exempt

### **Salary Grade**

PB

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