



Job Description
Prepared/Revised Date: November 2024

Job Title: **Benefits Specialist**
 Job Family: **Human Resources/Payroll**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **1337**
 FLSA Status: **Non-Exempt**
 Pay Range: **G 19**

SUMMARY: Responsible for assisting, administering and maintaining leaves of absences (LOA) for district employees including determining eligibility for Family Medical Leave Act (FMLA) and district sick bank plans. Responds to employees' leave of absence and benefits questions, processes benefits transactions, inputs data into and retrieves benefits information in HRIS (Human Resources Information System). Process benefits documentation in compliance with state and federal guidelines and district contracts. Assist with the facilitation of the annual open enrollment process.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *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.*

Job Tasks Descriptions	Frequency	% of Time
1. Responsible for assisting, administering and maintaining leaves of absences for district employees. Advise employees and managers regarding leave of absence processes. Calculate eligibility regarding FMLA and Sick Leave Bank. Ensure proper documentation is received, recorded and communicated to employees and appropriate personnel. Ensure compliance with federal and state guidelines, master agreement language and other district policies. Update HRIS to reflect accurate leave information. Communicate appropriate leave information to employees, administrators and other district stakeholders.	D	30%
2. Analyze, compile and calculate all leave usage and pay including employee's accrued leave, sick leave bank and Colorado Family and Medical Leave Program (FAMLI) for employees on a leave of absence. Collaborate with HR/Payroll/Admin/Managers as needed including answering questions regarding labor, benefits and payroll calculations.	D	20%
3. Perform Benefits Administration to update benefit enrollment/changes to HRIS and vendor systems. Manage and maintain employee benefit records. Input change data in a timely manner to coincide with transmittal to vendors and district payroll calendar.	W	20%
4. Provide counsel and information to employees regarding benefit related issues in accordance with State and Federal Laws, the Certified and Classified Master Agreements and the Administrative Compensation Program enabling proper and complete utilization of existing and new benefits. This includes, but is not limited to medical, dental, vision, flexible spending, retirement plans, voluntary plans, disability plans, and wellness plans. Assist with New Hire Orientation. Educate newly hired employees on district benefit programs and options and ensuring accuracy of employee communication materials.	D	15%
5. Responsible for accurate entry and processing of ACA data to ensure compliance with ACA regulations.	W	10%
6. Assist with the setup and facilitation of the open enrollment process by providing excellent customer service and facilitating the open enrollment benefit fair.	A	3%
7. Perform other job-related duties as assigned.	Ongoing	2%
	TOTAL =	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent. Bachelor's degree preferred.
- Minimum of 3 years general clerical experience, including 2 years of data base application systems.
- Human Resources or Benefits experience preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CEBS, CBP or other HR/Benefits certification preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong interpersonal relations skills.
- Strong customer service and public relations skills.
- Critical thinking and problem solving skills.
- Strong presentation skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy and cybersecurity with respect to student and staff data, and related information systems.
- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Knowledge of PeopleSoft preferred; required within 4 weeks after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Benefits Manager	070618

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- This job has no budgetary responsibilities.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands and fingers, to handle or feel				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		

Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze			X	
Communicate				X
Copy		X		
Coordinate		X		
Instruct		X		
Compute				X
Synthesize		X		
Evaluate				X
Interpersonal Skills				X
Compile			X	
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	