Adams12 Five Star Schools

Job Description
Revised/Prepared: **July 2026**

Job Title:	**Manager, Benefits**	Job Code:	**070618**
Job Family:	**Non-Certified**	FLSA Status:	**Ex – Adm**
Pay Program:	**Administrative**	Pay Range**:**	**L16**
Typical Work Year:	**12 months**		

SUMMARY: Responsible for managing the administration of the company benefit plans to attract and retain high quality talent while also ensuring compliance with federal and state laws and regulations. Works in collaboration with employees, providers and community partners to provide quality and appropriate benefits options. Coordinates these efforts across the district including, but not limited to, the district benefits committee, employee associations and district leadership.

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. Advise and provide excellent customer service to employees on benefit related issues in accordance with the Certified and Classified Master Agreements and Administrative Compensation Program enabling proper utilization of existing and new benefits. Oversee benefits communications to better engage employees to partner in managing their health, including working closely with the district's employee associations. Effectively communicate new plans and changes to employees through various channels. Conduct employee benefit meetings, Open Enrollment administration and fairs, and facilitate enrollment of employees in all benefit plans. Prepare and deliver communication materials on benefits and wellness programs.	D	20%
2. Administer district benefits and wellness programs including medical, dental, vision, accident, group life insurance, spending accounts, short and long term disability, voluntary benefits, employee assistant program, employee leave plans and wellness program. Assures compliance with Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability and Accountability Act (HIPAA) and Affordable Care Act (ACA) regulations. Oversees the administration and communication of the leave of absence policies, sick leave bank, Family Medical Leave (FMLA), and the Colorado Family and Medical Leave Insurance (FAMLI) program.	D	20%
3. Hire, train, evaluate and provide daily supervision to specialist team. Oversee and validate enrollment and plan changes. Ensure all leave of absences adhere to Department of Labor guidelines. Ensure work is completed in a timely manner to meet payroll and other district schedules and deadlines.	D	20%
4. Manage benefits module in the Human Resources Information System (HRIS). Review benefit plan rules, update premium, rate and plan changes for all employee groups. Make appropriate program plan changes and implement new system processes in HRIS benefit tables. Review, create and update summary plan descriptions and applicable policies to ensure accuracy of plan documents. Run eligibility extracts, create queries, and generate audit reports. Collaborate with district stakeholders. Utilize quality improvement processes to update procedures and increase efficiency.	D	10%
5. Create and generate eligibility extracts, create queries, and audit reports. Ensure plan enrollment and changes are effectively interfacing with vendors. Reconcile discrepancies between vendor and district data, generate and pay insurance invoices and update benefits records as needed.	M	15%
6. Evaluate and manage relationships with vendors, consultants, and third party administrators to ensure efficient plan administration. Partner with healthcare or wellness providers to create programs, incentives, informational literature, etc. to help control the cost of benefits by creating opportunities for employees to become healthier. Manage communication with carriers and consultants in relation to systemic issues, and escalate unresolved benefit claims. Ensure enrollment/changes are transmitted to vendors in a timely manner.	W	5%

7. Oversee monthly maintenance of ACA data. Ensure all processes and procedures meet federal guidelines including but not limited to reviewing medical eligibility under ACA, distributing annual ACA documentation to eligible employees and submitting accurate ACA information to the Internal Revenue Service on an annual basis.	M	5%
8. Perform other duties as assigned.	Ongoing	5%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Bachelor's degree in Human Resources or related field.
- Minimum of five (5) years of experience in Benefits or a related field. Experience in a school district preferred.
- Minimum of one (1) year of supervisory experience.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Certificate in professional benefits, such as Certified Benefits Professional (CBP) or Certified Employee Benefits Specialist (CEBS) preferred.
- Must successfully complete current district training for supervision of Classified Staff within one (1) year of entering position.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Critical thinking and problem solving skills.
- Strong management, supervisory and communication skills.
- Project management skills.
- Knowledge of HRIS database software and Benefits Administration software.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cyber-security with respect to student and staff data, and related information systems
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- 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 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 Microsoft Office Suite and HRIS database software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of PeopleSoft preferred; required within one month after entering position.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Human Resources Operations Director	3144

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	Benefit Specialist	2	1337

- Supervisory responsibilities include hiring, disciplining, terminating, directing work, assigning work, training and evaluating.

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- Responsible for costing analysis of all benefit programs and advising senior management of the total cost of changes to plans along with recommendations.

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			
50 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	