



HIGHLAND PARK ISD

Office of Human Resources

Job Title: Employee Benefits Manager

Exemption Status/Test: Exempt

Reports to: Chief Human Resources Officer

Pay Grade/Days: Professional PG 1/226 Days

Dept./School: Human Resources

Date Revised: 10/07/2026

PRIMARY PURPOSE:

Coordinate the employee benefits program for the district. Maintain records and provide assistance to employees to ensure effective use of benefits.

QUALIFICATIONS:

Education/Certification:

High school diploma or GED

Knowledge/Skills/Abilities:

Knowledge of administration of employee benefits programs and applicable laws
Ability to interpret and disseminate insurance and benefits information to individuals and groups
Strong organizational, communication, and interpersonal skills
Ability to effectively present information in one-on-one and to small and large groups of employees
Proficiency in keyboarding and file maintenance
Ability to use software to develop spreadsheets, databases, and do word processing
Knowledge of basic accounting principles

Experience:

2 years of experience in benefits administration, insurance administration, or related field

MAJOR RESPONSIBILITIES AND DUTIES:

Benefits Administration

1. Administer employee benefit programs, including group health insurance, dental, life, medical reimbursement, and supplemental policies.
2. Respond to employee benefit inquiries and complaints to ensure timely, fair, and courteous resolution. Serve as a liaison between employees and insurance carriers' claims offices, working with carrier representatives to resolve administrative issues.
3. Provide timely notice to employees under the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability and Accountability Act (HIPAA), and Affordable Care Act (ACA), including issuing certificates of coverage for all medical plans for all terminated employees and dependents.
4. Conduct benefits orientation meetings and enrollment of new employees in benefit plans.
5. Coordinate with the TPA planning and administering of the annual open enrollment process, including making group presentations and preparing, distributing, and receiving materials and forms. Upload and validate the open enrollment files for the first payroll runs. Process all employee benefit enrollment and change forms within required time limits to meet payroll deadlines during the plan year.



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6. Maintain all 457(b) and 403(b) transmittals and make necessary changes in the payroll system to meet payroll deadlines.
7. Coordinate with HR Specialists to offer substitutes and PST employees medical coverage when hired. Manage and collect their monthly full-premium checks and submit them to the Business Office for monthly deposit.
8. Maintain TASBO Certification, attend Benefits Round Table events twice a year, and continue to learn and grow in the position.

Records, Reports, and Correspondence

9. Verify monthly billing statements with the TPA for all group insurance policies.
10. Reconcile TRS medical billing and supply bill amounts monthly to payroll.
11. Maintain all benefits-related records, including statistical data relative to premiums and costs. Assist with required data entry and preparation of reports.
12. Assist with preparation of benefits handbook, including word processing, coordinating printing, and distribution.
13. Maintain and distribute insurance forms and supplies to campuses and other district buildings.
14. Communicate plan reminders, program offerings, need to know information at different times of the year.
15. Assist with FMLA for maternity with any benefit related information.
16. Compile, maintain, and file all reports, records, and other documents as required.
17. Maintain confidentiality of information.

Other

18. Follow district safety protocols and emergency procedures.
19. Compile, coordinate, and oversee the ACA filing for the District.
20. Coordinate, recruit vendors, volunteers, prize drawings, set-up and take-down of the annual Employee Health & Wellness Fair.
21. Coordinate with Pharmacy and campus administrators to set up vaccine clinics at each campus in the Fall. send out emails to promote and remind employees. Attend each clinic, providing insurance information if needed and signing employees in.
22. Coordinate and secure prize giveaways for HR Huddles at each campus during the year.
23. Complete Verification of Employment requests for all employees.
24. Maintain, create, process year-end roll, and supply all service records for employees and requesting districts.
25. Maintain relationship with previous data storage company with records prior to 2018.
26. Create and assign TSDS numbers in TEAL.
27. Other duties as assigned.

Supervisory Responsibilities:

None



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Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting. Occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse. Occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

Employee Name (printed): _____

Employee Signature: _____ Date: _____