

Cape Girardeau Public School District No. 63
Job Description

Job Title: Benefits Specialist

Terms of Employment: 12 month contract; 240 days

FLSA Status: Non-Exempt

Reports To: Human Resource Coordinator

Brief Description of Position:

Under the supervision of the Human Resource Coordinator, the Benefits Specialist will oversee the administration of all employee benefits, including medical, dental, vision, health savings account, flexible spending accounts, voluntary deductions, workers' compensation and COBRA.

Required Qualifications:

- A minimum of five (5) years-experience performing employee benefits enrollment and Missouri state and federal labor regulations regarding leaves and benefits issues.
- Understanding of the basic principles of human resource operations, an absolute commitment to confidentiality and privacy, and a dedication to customer services.
- Demonstrated capacity to contribute to a team working environment and collaborate with co-workers to solve problems and create a positive and professional work climate.
- Demonstrate analytical and problem-solving skills.
- Excellent written and oral communication skills.
- Ability to work independently and manage multiple tasks under deadlines.
- Must have strong Microsoft Office and Excel skills.

Essential Duties and Responsibilities:

- Assist in the coordination of the annual open enrollment including preparation of materials to all classification of employees, including actives, retirees, leave of absences and COBRA participants.
- Maintain inventory of benefit material and literature and distribute to employees as requested.
- Assists personnel, beneficiaries, and/or insurance providers for the purpose of verifying eligibility, conveying information and processing claims.
- Ensure employees receive plan enrollment confirmation.
- Obtain signed waivers for employees not electing benefits.
- Update the system to ensure payroll deductions and new plan selections are updated.

- Perform monthly billing reconciliation and payments for district-wide benefits such as health insurance, dental, vision, annuities, supplemental life insurance, Legal Shields, etc.
- Work closely with Payroll to ensure appropriate expense allocations and timely payment of invoices.
- Responsible for processing FMLA notifications, workers' compensation and COBRA paperwork.
- Conduct the employee benefits portion of the new hire orientation program and ensure all new employees whom are eligible for benefits enroll or waive in a timely manner.
- Develop communication tools to enhance understanding of the district's benefits package.
- Design and distribute materials for benefit orientations, open enrollment and summary plan descriptions.
- Resolve employee benefits problems, issues and concerns in a timely manner.
- Process employee termination with health benefits carrier and notifies employee regarding COBRA eligibility.
- Work closely with Human Resources staff for enrolling new employees and updating changes of existing employees or employees that have left the District.
- Coordinate any necessary payment of insurance benefits by the employee.
- Serve as a primary contact for all benefit related questions, including benefit surveys.
- Continually evaluate benefit system to find ways to improve data entry, data extraction and employee self-service.
- Accurately answer benefit and policy related questions in a timely and courteous manner.
- May assist and/or train department personnel as appropriate.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.

- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 2013