



**JOB DESCRIPTION**  
**Benefits Specialist**

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The Benefits Specialist under the general supervision of the Executive Director for Human Resources and the direct supervision of the Director for Human Resources Employee Services, contributes to the efficient operation of the benefits program, maintains proper security and confidentiality, and maintains records and provides assistance to employees to ensure effective use of benefits.

**EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:**

- High School Diploma or GED
- Three years experience in benefits administration, insurance administration, or other related field

**ADDITIONAL REQUIREMENTS:**

- Skills testing will be required

**KNOWLEDGE / SKILLS / ABILITIES:**

- Knowledge of administration of employee benefits programs
- Ability to interpret and disseminate insurance and benefits information to individuals and groups
- Effective communication and interpersonal skills
- Proficiency in typing, keyboarding, and file maintenance
- Ability to use personal computer and software to develop spreadsheets, databases and do word processing
- Knowledge of basic accounting principles

**DUTIES AND RESPONSIBILITIES:**

1. Respects the confidentiality of the position.
2. Assumes clerical function as assigned.
3. Assists with employment verification.
4. Assists with communication and meeting time deadlines for Payroll.
5. Trouble shooter to resolve problem insurance claims, billings, and effective dates of coverage.
6. Answers employee and applicant questions concerning employment and insurance.
7. Provides answers for insurance companies regarding employee status and benefits.
8. Sends requested/required information to company to respond to an insurance problem or complaint.
9. Coordinates benefits with payroll and insurance companies.
10. Processes all out going personnel.
11. Assists in compliance with cobra requirements by keeping employees notified of their cobra rights as required by federal law.
12. Assists the Director of Employee Services with the implementation of the Family Medical Leave Act by keeping accurate attendance records pertaining to person paying the bills handled by the Benefits Specialist.
13. Maintains benefit files of employees currently on leave of absence, workers compensation and temporary disability, and communicates to all employees on leave of absence, workers compensation and temporary disability leave their benefit rights. Responsible for collection of payments due to maintain benefits in effect.
14. Communicates with technology personnel regarding required reports for various insurance company needs.
15. Problem solves and tracks discrepancies on all health and benefit bills.
16. Processes out all employees resignations and retirees.

17. Inputs all information to add health insurance for new hires and resigned employees in appropriate health provider via internet.
18. Inputs all annuity information in payroll system.
19. Determines when new hires become eligible for TRS benefits thru TRAQS reporting.
20. Conducts pre-retirement counseling sessions with employees.
21. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

**WORKING CONDITIONS:**

**MENTAL DEMANDS:** Ability to read, communicate effectively (verbal and written); concentrate, compile, analyze data and maintain emotional control under stress.

**PHYSICAL DEMANDS:** Ability to lift and/or carry moderate weight (15-44 pounds). Repetitive hand motions, prolonged use of the computer. Works with frequent interruptions.

**SUPERVISORY RESPONSIBILITIES:**

None

**EQUIPMENT USED:**

Basic office equipment

**Paraprofessional Pay Grade: 8**

**Days: 226**

**Wage/Hour Status: Nonexempt**

**Updated: September 10, 2008**

*The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.*