

Job Title: Confidential Benefits Specialist



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 18

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

JUNE 20, 2017

MALCOLM THOMAS, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to perform paraprofessional and technical tasks in various phases of benefits administration.

ESSENTIAL JOB FUNCTIONS

- Maintains and processes all changes to benefits for employees and retirees in the human resource information system as well as communication to designated vendors, departments, employees, and retirees.
- Develops, maintains, and revises exception reports to maintain data integrity and prevent errors.
- Assures compliance with provisions of District policies, union contracts, and Florida Statutes.
- Responds to employee questions and inquiries.
- Liaisons between third party administrator and employee for leaves of absence.
- Provides input to proposed new programs, policies, and procedures.
- Reconciles and processes timely premium payments to employee benefit carriers.
- Updates Florida Retirement System for retiree payroll deduction enrollment.
- Assists employees on leave without pay to ensure their insurance remains in effect.
- Balances and pays COBRA billing on a monthly basis.
- Updates Retiree/LOA/FMLA insurance billing system.
- Counsels employees regarding premiums, maintaining coverage while on leave without pay, dependent coverage, etc.
- Assists employees eligible for COBRA benefits with completion and processing of required paperwork and premium payments to obtain or maintain coverage.
- Counsels employees regarding benefits, changes, and premiums.
- Serves as an insurance representative answering questions and resolving matters relating to health, life, and disability coverage premiums.
- Serves as liaison with the School District's servicing agents regarding premiums and billing.
- Operates various office equipment, e.g., computer terminals, printer, copy machines, telephone systems, facsimile machines.

- Answers questions on the phone and at the counter regarding insurance premiums.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- High school diploma, GED, or other equivalent, Associate or Bachelor's degree preferred.
- Two (2) to four (4) years of experience in benefits assistance, human resources, or closely related field.
- An equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to read, interpret, and explain various insurance policies.
- Requires the ability to display knowledge of Government laws and regulations regarding the administration of life, health, and disability insurance coverage.
- Requires the ability to display knowledge of financial, technical, and legal requirements for developing, implementing, and administering insurance coverage.
- Requires the ability to display knowledge of business English, spelling, and punctuation.
- Requires the ability to display knowledge of accounting principles, practices, and procedures and the application of such knowledge to accounting transactions.
- Requires the ability to display knowledge of modern office practices and procedures.
- Requires the ability to display knowledge of recordkeeping methods, practices, and procedures.
- Requires the ability to display knowledge of the use of specified computer applications involving data entry and standard report generation.
- Requires the ability to display knowledge of interpersonal skills necessary to effectively interact with internal staff, administrative officials, and the general public.
- Requires the ability to display knowledge of routine word processing and a familiarity with computer operations.
- Requires the ability to develop effective working methods and procedures.
- Requires the ability to interpret, explain, and apply laws, rules, policies, and regulations governing health, life, disability, and retiree coverage.
- Requires the ability to assemble and organize data and preparing reports from such data.
- Requires the ability to develop and maintain effective working relationships with other employees, insurance carriers or companies, state agencies, and the general public.
- Requires the ability to meet and deal with employees in an effective, courteous, and cooperative manner.
- Requires the ability to accept, receive, and/or collect payments and determine individual benefit eligibility.
- Requires the ability to apply advanced mathematical concepts and analytical skills in solving complex problems and handling of confidential material.
- Requires working knowledge and application of State and Federal laws as well as benefit related regulatory requirements, including COBRA, HIPAA, DOR, IRS, and other applicable regulations.

PHYSICAL DEMANDS

While performing the essential functions of this job the employee is regularly required to work in a typical office setting, use standard office equipment, read printed materials and a computer screen, and communicate in person and over the telephone and may be occasionally required to drive a motor vehicle. Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: speaking, standing, hearing, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a relatively safe, secure, and stable work environment.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: