

**BENEFITS SPECIALIST**

Grade 15

**Purpose Statement**

The job of Benefits Specialist is done for the purpose/s of providing support to the delivery of human resource services with specific responsibility for assisting with all aspects of employee benefits and benefit information; resolving insurance benefit, retirement, reporting, and reconciliation problems; providing information to new and current employees, providers, and administrators; and ensuring employee proof of coverage and accurate billing.

This job reports to Coordinator of Human Resources and Risk Management

**Essential Functions**

- Administers employee benefits program in compliance with carrier contracts (e.g., enrolling new employees, explaining benefit options, mediating benefit eligibility, etc.) for the purpose of providing maximum coverage to employees within CBA.
- Assists a wide variety of stakeholders (e.g., personnel, beneficiaries, and insurance providers, etc.) for the purpose of verifying eligibility and conveying information.
- Assures compliance with ACA regulations for the purpose of ensuring that program operations are in adherence with regulatory requirements.
- Compiles a variety of information (e.g., benefits availability, benefits usage, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Distributes benefits information (e.g., open enrollment packets, change forms, etc.) for the purpose of ensuring employees have access to accurate and up-to-date benefits information.
- Establishes positive working relationships with communities in the scope/course of the work for the purpose of building strong connection and achieving overall success for the department.
- Maintains a variety of benefits information (e.g., provider contracts, employee records, etc.) for the purpose of providing an up-to-date reference and audit trail.
- Participates in meetings and new hire orientation as assigned (e.g., unit meetings, in-services, etc.) for the purpose of conveying and gathering information required to perform functions.
- Processes a variety of information (e.g., enrollment in payroll database, benefits termination, payroll corrections, TSA deductions, payment for CSEA dues, new hire requirements, etc.) for the purpose of completing actions within program guidelines.
- Reconciles insurance information (e.g., District insurance premiums, etc.) for the purpose of ensuring accurate eligibility and payment information while complying with contract provisions.
- Researches discrepancies between a variety of stakeholders (e.g., employee, payroll, benefit providers, government agencies, etc.) for the purpose of ensuring accuracy of records and maximizing eligible payments.

- Resolves conflicts with benefit providers for the purpose of verifying eligibility, conveying information, and processing claims.
- Responds to a wide variety of inquiries (e.g., eligibility requirements, benefits available, wrong payments, etc.) for the purpose of resolving problems, providing information, and referring to appropriate personnel.
- Supports assigned administrators (e.g., preparing special reports, etc.) for the purpose of providing information from which to make operational decisions.

### **Marginal Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying district, state, and federal policies and regulations; operating standard office equipment; preparing and maintaining accurate records; planning and managing projects; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: codes, regulations, and laws related to employee benefits; payroll; bookkeeping; record keeping; and concepts of grammar and punctuation.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; maintaining confidentiality; working with constant interruptions; and working with detailed information.

#### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education (Minimum):** High school diploma or equivalent.

**Equivalency:** Extensive benefits-related work experience with increasing levels of responsibility.

**Required Testing**

Excel

Job-Related Skills Proficiency Test

**Certificates and Licenses**

None Specified

**Continuing Educ. / Training**

None Specified

**Clearances**

Criminal Background Clearance

Physical Capacities Test Clearance

Tuberculosis Clearance

**FLSA Status**

Non-Exempt

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.*