

WARREN COUNTY PUBLIC SCHOOLS

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

Benefits Specialist Position Description

LOCATION: Central Office

JOB CATEGORY: Professional Support

PAY GRADE: Grade 36

FSLA: Non - Exempt

IMMEDIATE SUPERVISOR: Director of Human Resources

GENERAL DEFINITION AND CONDITIONS OF WORK

Performs intermediate technical work involving the processing, reconciling and maintenance of School Division payrolls or related records; does related work as required. Work is performed under general supervision.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Assist employees with the Virginia Retirement System (VRS) programs (plans, educational opportunities, retirement, disability retirement, prior purchase of service request etc.) Meets with new employees regarding VRS. Receives and review completed packets and files with Virginia Retirement System.
- Receives and processes medical and 125 Cafeteria Plan enrollments, terminations and changes, including electronic data entry information. Codes insurance forms and distributes as necessary. Coordinates 125 Cafeteria administration with third party administrator.
- Reconciles monthly insurance billing statements with changes made and with payroll benefit deduction record. Researches and solves discrepancies.
- Receives all workers' compensation claims, follow up with the employee, physician, and insurance company as necessary. Maintains all related records in accordance with federal and state laws.
- Forwards to appropriate company, forms and information necessary for employee benefit enrollment or enrollment

elections. Provides information to staff during Open Enrollment. Receives and processes all benefit enrollment and change forms.

- Completes special assignments and projects as required such as salary surveys, personnel data analysis, state reports and federal requirements to include mandatory Virginia Department of Education reports and the bi-annual EEO-5 report.
- Ensures compliance with federal and state employment law postings and notice requirements.
- Inputs benefit data for new and existing employees into the payroll system and works with the payroll specialist in checking for errors. Maintains a close liaison with the finance department staff in administering health deductions for staff. Serves as back up support for payroll.
- Along with the Director of Personnel, create a comprehensive plan of how the benefits office can provide high level support to employees.
- Determines COBRA qualifying events and administers program.
- Schedules and conducts exit interviews with staff as needed.
- Ensures accurate completion of benefit forms for new employees, according to federal and state law and WCPS policies. Following up with employees regarding incomplete forms.
- Receives and tracks all Family Medical Leave time. Tracks process and follows up with employees and supervisors.
- Ensures compliance with benefit regulations including HIPPA.
- Receives visitors, phone calls and emails regarding benefits, answers questions and provides information.
- Performs additional duties as assigned by the Director of Personnel, which are applicable to this position and in accordance with Warren County Public Schools policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of benefits terminology and methods.
Thorough knowledge of standard office procedures, practices and equipment. Ability to maintain complex records and to prepare reports accurately. Ability to understand and follow complex oral and written instructions. Ability to establish and maintain effective working relationships with associates and communicate effectively, both verbally and in writing. Ability to work with deadlines, under pressure and to manage multiple tasks. Ability to maintain an excellent customer focus and a high level of confidentiality.

EDUCATION AND EXPERIENCE

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in bookkeeping, human resources or related field and considerable experience involving benefits.

SPECIAL REQUIREMENTS

Candidate must possess good moral character and is expected to be a role model, in and out of the school.

PHYSICAL DEMANDS/REQUIREMENTS

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EVALUATION

The Director of Human Resources will evaluate performance on the ability and effectiveness in carrying out the above responsibilities.