

HUMAN RESOURCES SPECIALIST - BENEFITS

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Human Resources or other Human Resources management designee, perform a variety of specialized duties related to the on-boarding of new-hire employees including pre-employment requirements, orientations, voluntary and mandatory employee benefit programs for the District; process enrollment forms and maintain database for benefits; provide assistance, counsel, and information regarding the benefit programs; and process claims for workers' compensation, according to established procedures; prepare related records.

REPRESENTATIVE DUTIES:

- Administer district's employee and retiree health and welfare benefits program, including medical, dental, and vision care insurances, life insurance, long term disability, and mandated programs such as COBRA; administer new hire enrollments, additions, terminations, or changes in accordance with union agreements and board policies. **E**
- Prepare and reconcile insurance eligibility reports for additions, terminations, and changes including but not limited to, life insurance, income protection, medical, dental, vision and Section 125 insurance carriers. **E**
- Compile statistical data and create reports as required for the administration of benefit programs. **E**
- Receive, review, audit and reconcile monthly billings from benefit providers to payroll, employee and employer benefit records. **E**
- Act as primary contact and reference source for staff and insurance providers; troubleshoot and resolve employee issues and concerns regarding benefits; research information as necessary; prepare and distribute correspondence to employees, retirees, and plan participants as needed; provide employees with informational materials as required; refer staff to outside resources as appropriate. **E**
- Administer the District annual open enrollment, including correspondence with carriers and plan administrators; review enrollment forms and other documents for accuracy.
- Maintain records of individual voluntary deductions and related data; verify documents for proper codes, premium rates, and related data. **E**
- Review and check documents for completeness, accuracy and conformance with applicable rules/regulations and procedural requirements; assure that established procedures are carried out efficiently. **E**
- Make job offers; conduct new employee pre-employment meetings to inform, review, and collect various complex new-hire documents; conduct orientations including presentations on all applicable employee benefit programs. **E**
- Communicate compliance requirements to new-hires and current employees, prepare specialized forms, packets, referrals, and information; track receipt of required information; follow up as necessary to ensure all required paperwork and information is received in timely manner, tracked, and maintained according to law, policy, or procedure. **E**
- Process entry of employee records into the Human Resources Information System (HRIS) and other required systems and databases. **E**

- Administer regulatory leave of absence processes including but not limited to, Family Medical Leave Act and the California Family Rights Act; responds to requests, determines eligibility, tracks available leaves hours, and prepares all required correspondence and reports in accordance with established state and federal legal requirements. **E**
- Compute and summarize voluntary deductions; maintain records of deductions; verify and input data; prepare special reports as assigned. **E**
- Monitor for compliance with Affordable Care Act; creates reports and tracks employee work hours. **E**
- Act as liaison with retirees to provide benefits information, tracks eligibility status and processes retiree payments. **E**
- Process, evaluate, review and audit Workers' Compensation reports and claims; assure claims are processed in an effective and timely manner, and according to law. **E**
- Authorize visits to designated District physician. **E**
- Maintain contact with employees on Industrial Illness and Injury Leave; respond to questions pertaining to benefits and claims procedures. **E**
- District liaison with outside agency for bridge assignments; work closely with employees, supervisors, site personnel, and outside agency for all matters related to the bridge assignments. **E**
- Perform a variety of activities related to Human Resources; provide District-wide services. **E**
- Perform related duties as assigned.

KNOWLEDGE OF:

Tax withholding, voluntary and involuntary deductions, and fringe benefits.

Bookkeeping methods and terminology.

Modern office practices, procedures, and equipment.

Interpersonal skills using tact, patience, and courtesy.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Operation of a computer with emphasis on Excel, Word, Access, and Outlook.

Oral and written communication skills.

ABILITY TO:

Perform responsible record-keeping duties with a high degree of skill and accuracy.

Prepare financial summaries and reports.

Interpret and apply state and federal regulations, policies, rules, and procedures.

Organize, summarize, and express complex concepts or issues in concise, simple terms to a variety of people with varying levels of interest and understanding.

Establish and maintain cooperative and effective working relationships with others.

Work confidentially with discretion.

Meet schedules and timelines.

Perform clerical duties as assigned.

Communicate effectively both orally and in writing.

Operate assigned office equipment.

10-key by touch.

EDUCATION AND EXPERIENCE:

Graduation from high school, two years college-level coursework in business, accounting or related field and a minimum three years of increasingly responsible experience in benefits, payroll, accounting, human resources, or a related field, or a combination thereof.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.
Bending at the waist, kneeling, or crouching.

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Range 30