



Littleton Elementary School District Position Description

TITLE: Benefits Specialist

CLASSIFICATION: Non-Exempt

GENERAL STATEMENT OF RESPONSIBILITIES: To oversee the District's employee benefits programs and assure accurate payments, contract compliance, and compliance with Federal regulations.

PRINCIPAL DUTIES: (essential functions)

- Coordinates and administers the District's employee benefits programs in accordance with established procedures and regulatory requirements.
- Develops fiscal and procedural guidelines to operate benefits programs consistent with program requirements and regulations.
- Processes benefits enrollments, terminations, and changes; follows up with employees to assure accurate completion of transactions with all parties involved.
- Develops and oversees the distribution of benefits materials to participants; assists employees with processing forms/changes, and explains all benefits available to them; conducts group meetings and counsels individual employees.
- Coordinates and conducts open enrollment and in-processing of eligible employees into the benefits programs, assisting with the application process and answering related questions.
- Assures that employees understand their right to benefits available to them at the time of hire, termination and retirement.
- Performs research and works with providers to assure proper employee insurance coverage.
- Answers employees', dependents', and contractors' questions, and resolves issues regarding the requirements and provisions of benefit programs.
- Prepares and reviews claims forms; reviews and resolves insurance claims and discrepancies.
- Updates, maintains and organizes electronic and paper files, records, reports and documents.
- Conducts monthly reconciliations of all benefits programs to assure accuracy of billings and enrollments; collects financial, technical and administrative information and compiles data for reports; monitors documents for compliance with Federal, state, and local policies and practices.
- Explains rules, policies, and procedures within the scope of authority; refers technical questions and matters requiring policy interpretation to supervisor for resolution.
- Maintains the absolute confidentiality of all records and information.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:

- Knowledge of District policies and procedures.
- Knowledge of principles and practices of human resources administration in the public sector.
- Knowledge of State and Federal regulations on benefits administration.
- Knowledge of accounting and legal requirements for employee benefits programs
- Knowledge of claims processing and payment functions.
- Knowledge of principles and procedures for confidential records management.
- Knowledge of computer spreadsheet and database software applications.
- Knowledge of general office processes and procedures.
- Knowledge of customer service techniques.
- Knowledge of safe work practices.

- Skill in analyzing benefits issues, collecting information, and recommending methods, procedures and techniques for resolution of issues.
- Skill in interpreting and explaining technical employee benefits policies and procedures.
- Skill in answering questions, advising staff, and resolving problems regarding benefits programs, plan design, coverage, and claims issues.
- Skill in researching, collecting, analyzing, and preparing data and reports.
- Skill in entering information into a computer system with speed and accuracy.
- Skill in operating personal computer utilizing standard and specialized software.
- Skill in dealing tactfully and courteously with individuals seeking information about school functions.
- Skill in public relations and customer service.
- Skill in establishing and maintaining effective relationships with co-workers, contractors and others.

PHYSICAL REQUIREMENTS: Light physical demands; standard office environment; frequent to constant use of a personal computer. Required to perform the following physical requirements of the position with reasonable accommodation: vision corrected to 20/20, ability to hear in the normal range (corrected), able to speak clearly, and able to lift, move and carry up to 20 pounds.

MINIMUM QUALIFICATIONS: High school diploma or GED equivalent; AND three (3) year’s employee benefits administration and customer service work experience; OR an equivalent combination of education and experience that provides the required knowledge and skill. Associate's degree is preferred.

Ability to read and write English is required; bilingual skills (English/Spanish) are preferred.

REQUIRED LICENSE/CERTIFICATION: None.

TERMS OF EMPLOYMENT: Twelve months per year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board’s policy on evaluation of classified personnel.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____