TITLE: **Human Resources Benefits Specialist**

QUALIFICATIONS:

1. Associate Degree in Human Resources related field preferred, or
2. Holds certification in human resources or related field from an accredited community college, college, university or human resources credentialing authority (HRCI, SHRM, etc.)
3. Has three years of experience in human resource management, benefits administration and/or employment law
4. Has demonstrated competence in compliance requirements related to employment laws, statutes, regulations and policies
5. Proficiency in the use of computers, standard computer programs and human resources related software, to include intermediate to advanced skills in spreadsheet, word processing, presentation and e-mail software as well as online vendor billing software systems.
6. Excellent customer service and interpersonal communication skills including the ability to communicate and work effectively with employees, staff, and plan administrators

REPORTS TO: Human Resources Benefits Administrator

JOB GOAL: Assist the Human Resources Benefits Administrator in providing services to employees, schools, and the School District.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate and monitor the unpaid leave process to ensure compliance with board policies
2. Reconciles payroll deductions with vendor invoices for all board approved benefit plans
3. Analyzes and resolves monthly or semi-monthly invoice discrepancies
4. Calculates premium payments and payroll adjustments and enters data into appropriate computer systems
5. Coordinates with appropriate payroll personnel in the reconciliation process as necessary
6. Serve as liaison with Third Party Administrators (TPA) and companies providing benefits. Responsible to resolve problems with services and/or billing
7. Coordinate and assists with open enrollment and benefit fairs for health, dental and voluntary plans
8. Assist with benefits’ orientations
9. Process disability claims
10. Process qualifying events
11. Reconciles Flexible Spending Accounts according to required schedule
12. Stays current in knowledge of COBRA, FMLA, HIPPA, ACA and other Human Resource law along with state specific education law to include KRS statutes
13. Participate in regular professional development opportunities to maintain current knowledge of statutes, regulations and mandates regarding employee benefit programs
14. Maintain proficiency in current HR technologies and develop competency in emerging HR software
15. Serve as local contact for resolving any benefits issues
16. Perform other duties consistent with the position as requested by supervisor

TERMS OF EMPLOYMENT:

* Hourly (Grade 13)
* 8 hours per day
* 40 hours per week
* 246 days
* 12 months
* Board approved: 6-10-10, updated: 07-17-14