

JOB TITLE
BENEFITS COUNSELOR

DIVISION
BUSINESS SERVICES

REPORTS TO
DESIGNATED SUPERVISOR

SALARY SCHEDULE & GRADE
II, GRADE 5

LENGTH OF WORK YEAR
260 DAYS

DATE
JULY 1, 2015

SCOPE OF RESPONSIBILITIES

Assumes responsibility for general implementation and maintenance of the employee benefits program; coordinates enrollment in employee benefits; counsels employees as to benefits and options; maintains appropriate records; ~~audits vacation leaves; maintains health test records; analyzes fringe benefit pool;~~ calculates ~~Early~~ retirement benefit compensation; organizes and attends benefit workshops and seminars; ~~coordinates workers' compensation benefits for District employees; manages first tier issue resolution for benefits and workers' compensation concerns. and verifies eligibility for usage of sick leave bank.~~

PERFORMANCE RESPONSIBILITIES

1. Counsels with employees and employee representatives regarding benefits and retirements, both certified and classified.
2. Coordinates implementation of the retirement benefit compensation programs (early retirement, ~~K~~TRS, and CERS) including preparation, processing and maintenance of appropriate applications, reports and records.
3. Distributes ~~and reviews~~ employee benefits information and assists employees and applicants with processing enrollments, forms, ~~and payroll deductions for benefit plans.~~
4. Coordinates workers' compensation claims ~~and benefits for the District; acts as a liaison between the injured employees, the third party claims administrator, the District's occupational medicine provider, and local District administration. as it pertains to loss of benefits.~~
- ~~5. Counsels employees as to their benefits available under the workers' compensation program as well as their rights and responsibilities under the program.~~
6. Stays abreast of statutes, regulations, rules, and district policies and coverages pertaining to employee benefits and ~~workers' compensation. maintains employee information.~~
7. ~~Completes processing for employee benefits.~~ Acts as a subject matter expert on all JCPS benefit plans including; Board-paid benefits, State-paid benefits, and voluntary benefit plans and manages first tier issue resolution as needed for Assistant Benefit Counselors.
8. ~~Coordinates maintenance and audits of vacation leave and health test records.~~ Collaborate with other departments including but not limited to; Human Resources, Payroll, and the Leave Center
9. ~~Coordinates implementation of the Fringe Benefit Pool program as assigned.~~
10. Performs other duties as assigned by the designated supervisor.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Three (3) years successful employee benefit experience or equivalent
3. Working knowledge of laws, statutes, regulations, policies, and procedures related to benefits
4. ~~Excellent customer service skills~~

DESIRABLE QUALIFICATIONS

1. ~~Experience in general personnel work~~ Two (2) years successful experience in a leadership role