



REVISED:  
07/25/17

JOB TITLE:	BENEFITS COUNSELOR
DIVISION:	BUSINESS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8622
BARGAINING UNIT:	CLAP

#### 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; calculates retirement and early retirement benefit compensation; organizes and attends benefit workshops and seminars; coordinates workers' compensation benefits for District employees; manages first tier issue resolution for benefit and workers' compensation concerns.

#### PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Counsels with employees and employee representatives regarding benefits and retirements, both certified and classified.

Coordinates implementation of the retirement benefit compensation programs (early retirement, TRS and CERS) including preparation, processing and maintenance of appropriate applications, reports, and records.

Distributes and reviews employee benefits information and assists employees and applicants with processing enrollments, forms, and payroll deductions for benefit plans.

Coordinates workers' compensation claims and benefits for the District; and acts as a liaison between the injured employees, the third party claims administrator, the District's occupational medicine provider, and local District administration.

Counsels employees as to their benefits available under the workers' compensation program as well as their rights and responsibilities under the program.

Stays abreast of statutes, regulations, rules, and district policies pertaining to employee benefits and workers' compensation.

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 the Assistant Benefits Counselors.

Collaborate with other departments including; but not limited to, Human Resources, Payroll and the Leave Center.

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

High School Diploma or G.E.D.

Three (3) years successful employee benefit experience, or equivalent

Working knowledge of laws, statutes, regulations, policies, and procedures related to benefits and workers' compensation

Excellent customer service skills

#### DESIRABLE QUALIFICATIONS

Two (2) years successful experience in a leadership role