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|  | **JOB TITLE** | BENEFITS SPECIALIST |
| **REPORTS TO** | CHIEF FINANCIAL OFFICER |
| **SALARY SCHEDULE/GRADE** | BUSINESS SERVICES |
| **CONTRACTED DAYS AND/OR HOURS** | 260 DAYS, 7.5 HOURS PER DAY |
| **EXEMPT STATUS** | NON-EXEMPT |
| **JOB CLASS CODE** | 7665 |
| **POSITION CLASSIFICATION** | CLASSIFIED |
| **DATE APPROVED** |  |

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| **QUALIFICATIONS** |
| Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. |
| Bachelor’s Degree in Business, Human Resources, or a related area preferred. |
| Two years of bookkeeping, payroll, or human resources experience.  |

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| **POSITION SUMMARY** |
| Responsible for the implementation and maintenance of the employee benefits program; coordinate enrollment in employee benefits; counsel employees as to benefits and options; and maintain appropriate records. |

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| **DISTRICT AND SCHOOL PRIORITY ALIGNMENT** |
| Align actions with district and school values and core priorities. Evaluated based on the efficacy of aligned actions.  |

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| **PERFORMANCE RESPONSIBILITIES** |
| Act as a subject matter expert on all District benefit plans including; Board-paid benefits, State-paid benefits, and voluntary benefit plans. |
| Stay abreast of statutes, regulations, rules, and district policies pertaining to employee benefits. |
| Coordinate implementation of the retirement benefit compensation program, including preparation, processing and maintenance of appropriate applications, reports, and records. |
| Coordinate the annual renewal and open enrollment processes, including the development and communication of educational materials, meetings, and set-up and management of the electronic open enrollment system.  |
| Supervise the distribution of employee benefits information and assist employees and applicants with processing enrollments and forms for various benefits. |
| Work closely with vendors to insure employees are taking advantage of their benefits plans. Assist in the coordination of employee wellness plans.  |
| Analyze employee separations and terminations and prepare documentation and information for unemployment hearings; attend hearings as required. |
| Organize and attend benefit workshops and seminars to increase current knowledge. |
| Compute annual vacation and sick leave allowances; Communicate with District personnel regarding insurance coverage and leave time.  |
| Maintain employee attendance records; verify and input individual sick leave and vacation allowances and usage; distribute related lists and notices as needed. |
| Coordinate compliance with the Affordable Care Act including tracking hours and eligibility and distribution of annual form 1095-C and 1094 transmission. |
| Achieve financial objectives by reconciling benefit accounts and billing statements. |
| Coordinate and implement Student Accident policies and practices across the District. |
| Assist in the implementation of Workers’ Compensation procedures across the District. |
| Demonstrate a commitment to professional growth. |
| Demonstrate punctuality and regular attendance.  |
| Maintain appropriate professional appearance. |
| Adhere to the appropriate code of ethics. |
| Perform other duties as assigned by Superintendent or designee. |

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| **KNOWLEDGE AND ABILITIES** |
| Knowledge of HIPAA, COBRA, ADA, ACA, FMLA, and other applicable regulations. |
| Knowledge of MUNIS, TalentEd, Veritime, and Aesop. |
| Strong organizational skills and proven ability to communicate effectively orally and in writing.  |
| High detail orientation; self-directed and self-motivated; able to work in a fast paced environment. |
| Skills in problem solving and decision making. |

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| **PHYSICAL DEMANDS** |
| Inside work with no exposure to weather conditions.  |
| Hearing and speaking to exchange information in person or on the telephone; seeing to read a variety of documents; dexterity of hands and fingers to operate office equipment; sitting for extended periods of time.  |