

NEW: Revised: Submitted:
 07/28/2021 07/27/2021
 10/26/2022 10/25/2022

JOB TITLE:	EXECUTIVE ADMINISTRATOR HUMAN RESOURCES
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8419
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership to the Employee Services function of the Human Resources division. Oversees the Benefits, Welcome, and Leave Centers, ensuring high-quality customer service and consistent application of programs, policies, and procedures. Chairs the District's ADA committee. Oversees the District's evaluation program by providing expert counsel to leaders across the District related to performance issues. ~~Human Resources Division and supports the Chief of Human Resources; plans, organizes and implements human resources systems (including but not limited to departmental metrics, employee evaluation systems, human resource information system efficiency, cross-district system alignment, and employee onboarding efficiency).~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Establishes and maintains a strong, positive working relationship with HR staff, central office staff, and school Principals to support the performance of the HR staff

Monitors the processes of the ~~HR department~~ Employee Services function for effectiveness, efficiency, and quality assurance

Oversees special projects of the HR department ensuring project design, implementation and quality assurance

~~Assures compliance with Employee Services' policies and procedures and Monitors human resources policies and procedures and~~ makes recommendations as necessary for effective operations of the District and compliance with federal, state, and local laws and regulations

Oversees the District evaluation system training and monitoring

Serves as a point of contact for customer services for the HR department

~~Analyzes, interprets, prepares, distributes, and maintains the District's job descriptions, organizational charts and related files~~ Advises on job analysis related items on job descriptions and makes recommendations as necessary.

Prepares and presents reports as requested

~~Responds to open records requests, media inquiries, audit requests, and HR-related inquiries~~

Represents HR on district and community committees

Completes all trainings and other compliance requirements as assigned by the designated deadline

~~Provides oversight of Employee Services function by establishing processes, procedures, policies, and workflow~~

~~Manages department budget and invoice processes~~

~~Analyzes data results to establish trends, identify opportunities and determine areas of concern~~

~~Monitors changes in regulations to make certain all Employee Services programs remain in compliance~~

~~Serves as the HR department's Professional Development contact~~

~~Manages staff in daily operations of programs~~

~~Provides appropriate training and development for staff~~

Provides counsel to District leaders regarding performance issues and concerns
Provides reasonable accommodations under the Americans with Disabilities Act including conducting conferences and providing expert counsel to employees and administrators in all areas of ADA compliance
Evaluates staff as assigned
Other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching and the ability to lift, carry, push or pull light weights. The work requires use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree

Three (3) year's of successful experience in human resources management; some of which has been at a large organization

Demonstrated analytical skills that inform problem-solving and decision-making capacity

Effective communication skills

DESIRABLE QUALIFICATIONS

Human Resources Certification

Leadership experience in a large organization

Experience in a diverse workplace



Revised: 10/26/2022 Submitted: 10/25/2022

JOB TITLE:	EXECUTIVE ADMINISTRATOR HUMAN RESOURCES
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 14
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8419
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership to the Employee Services function of the Human Resources division. Oversees the Benefits, Welcome, and Leave Centers, ensuring high-quality customer service and consistent application of programs, policies, and procedures. Chairs the District's ADA committee. Oversees the District's evaluation program by providing expert counsel to leaders across the District related to performance issues.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Establishes and maintains a strong, positive working relationship with HR staff, central office staff, and school Principals to support the performance of the HR staff

Monitors the processes of the Employee Services function for effectiveness, efficiency, and quality assurance

Oversees special projects of the HR department ensuring project design, implementation and quality assurance

Assures compliance with Employee Services' policies and procedures and makes recommendations as necessary for effective operations of the District and compliance with federal, state, and local laws and regulations

Oversees the District evaluation system training and monitoring

Serves as a point of contact for customer services for the HR department

Advises on job analysis related items on job descriptions and makes recommendations as necessary.

Prepares and presents reports as requested

Represents HR on district and community committees

Completes all trainings and other compliance requirements as assigned by the designated deadline

Provides oversight of Employee Services function by establishing processes, procedures, policies, and workflow

Manages department budget and invoice processes

Analyzes data results to establish trends, identify opportunities and determine areas of concern

Monitors changes in regulations to make certain all Employee Services programs remain in compliance

Serves as the HR department's Professional Development contact

Manages staff in daily operations of programs

Provides appropriate training and development for staff

Provides counsel to District leaders regarding performance issues and concerns

Provides reasonable accommodations under the Americans with Disabilities Act including conducting conferences and providing expert counsel to employees and administrators in all areas of ADA compliance

Evaluates staff as assigned

Other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching and the ability to lift, carry, push or pull light weights. The work requires use of hands for simple grasping and fine manipulations. The work requires driving automotive equipment.

MINIMUM QUALIFICATIONS

Master's Degree

Three (3) year's of successful experience in human resources management; some of which has been at a large organization

Demonstrated analytical skills that inform problem-solving and decision-making capacity

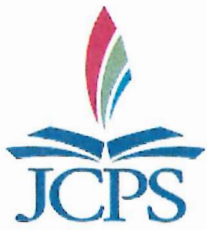
Effective communication skills

DESIRABLE QUALIFICATIONS

Human Resources Certification

Leadership experience in a large organization

Experience in a diverse workplace



NEW: Revised: Submitted:
 07/01/2019 06/11/2019
 10/26/2022 10/25/2022

JOB TITLE:	MANAGER EMPLOYEE BENEFITS & LEAVES SERVICES
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8615
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the selection, administration, coordination, implementation and supervision of benefits programs offered to JCPS employees including medical, dental, vision, life, disability, wellness programs, flexible spending accounts, supplemental retirement plan options, and other ancillary benefits. Oversee the workers compensation program, Leave Center, and disability accommodations for the District. Remain current on industry trends, regulations and legislation to assure programs are in compliance including Health Care Reform.

~~Additionally, oversees the Welcome Center.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Oversees enrolling, managing, administering, and issue resolution for District provided and voluntary benefit programs including medical, dental, vision, life, disability, wellness, supplemental retirement plans and other ancillary benefits

Oversees the Leave Center, workers compensation self-insurance program, and disability accommodations

Coordinates compliance with the Affordable Care Act including tracking hours and eligibility, distribution of annual form 1095-C and IRS 1094 transmission

Ensures benefit programs are administered consistently across the District

~~Provides expert counsel to employees, management and Human Resource representatives on the interpretation of programs and procedures~~

~~Assures programs comply with federal, state and local requirements~~

Ensures compliance with all Federal and State laws governing benefits (i.e. ERISA, ACA, HIPAA, FMLA, COBRA, ADA etc.).

Monitors changes in regulations to make certain benefit **and leave** programs remain in compliance

Coordinates the annual renewal and open enrollment processes, including the development and communication of educational materials, meetings, and set-up/management of the electronic open enrollment system

Designs and implements **and manages** employee wellness programs and activities designed to improve employee health and well-being

Works closely with vendors to ensure employees are taking advantage of their health plans

~~Manages various wellness events at District locations throughout the year as needed~~

Provides regular reporting to management regarding trends and effectiveness of plans

~~Analyzes data results to establish trends, identify opportunities and determine areas of concerns~~

Manages staff in daily operations of programs

Ensures high-quality customer service levels are maintained in the Benefits **and**, Leave, **and Welcome** Centers

Provides appropriate training and employee development for staff

Builds strong vendor relationships, holds vendors accountable, establishes strategies and programs proactively and addresses service gaps
Manages department budget and invoice process
Achieves financial objectives by reconciling benefits accounts and billing statements, scheduling expenditures and analyzing variances and initiating corrective actions
Works closely with Employee Relations on any leave policy violations
Provides reasonable accommodations under the Americans with Disabilities Act, including conducting conferences, and providing expert counsel to employees and administrators in all areas of ADA compliance
Completes all trainings and other compliance requirements as assigned by the designated deadline
Evaluates staff as assigned
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree
Five (5) years of successful experience with benefits and leave programs working in a large company environment
High detail orientation; self-directed and self-motivated; able to work in a fast-paced environment
Strong organizational skills and proven ability to communicate orally and in writing
Knowledge of ERISA, HIPAA, COBRA, FMLA, ACA, ADA and other applicable regulations
Effective communication skills

DESIRABLE QUALIFICATIONS

CEBS, CBP, PHR, or SPHR certification
Strong teambuilding skills and ability to distribute and delegate tasks appropriately
Experience in a diverse workplace



Revised:
10/26/2022

Submitted:
10/25/2022

JOB TITLE:	MANAGER EMPLOYEE BENEFITS & LEAVES
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8615
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the selection, administration, coordination, implementation and supervision of benefits programs offered to JCPS employees including medical, dental, vision, life, disability, wellness programs, flexible spending accounts, supplemental retirement plan options, and other ancillary benefits. Oversee the workers compensation program, Leave Center, and disability accommodations for the District. Remain current on industry trends, regulations and legislation to assure programs are in compliance including Health Care Reform.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Oversees enrolling, managing, administering, and issue resolution for District provided and voluntary benefit programs including medical, dental, vision, life, disability, wellness, supplemental retirement plans and other ancillary benefits
Oversees the Leave Center, workers compensation self-insurance program, and disability accommodations
Coordinates compliance with the Affordable Care Act including tracking hours and eligibility, distribution of annual form 1095-C and IRS 1094 transmission
Ensures benefit programs are administered consistently across the District
Ensures compliance with all Federal and State laws governing benefits (i.e. ERISA, ACA, HIPAA, FMLA, COBRA, ADA etc.).
Monitors changes in regulations to make certain benefit and leave programs remain in compliance
Coordinates the annual renewal and open enrollment processes, including the development and communication of educational materials, meetings, and set-up/management of the electronic open enrollment system
Designs and implements and manages employee wellness programs and activities designed to improve employee health and well-being
Works closely with vendors to ensure employees are taking advantage of their health plans
Provides regular reporting to management regarding trends and effectiveness of plans
Manages staff in daily operations of programs
Ensures high-quality customer service levels are maintained in the Benefits and, Leave, Centers
Provides appropriate training and employee development for staff
Builds strong vendor relationships, holds vendors accountable, establishes strategies and programs proactively and addresses service gaps
Achieves financial objectives by reconciling benefits accounts and billing statements, scheduling expenditures and analyzing variances and initiating corrective actions
Works closely with Employee Relations on any leave policy violations
Provides reasonable accommodations under the Americans with Disabilities Act, including conducting conferences, and providing expert counsel to employees and administrators in all areas of ADA compliance
Completes all trainings and other compliance requirements as assigned by the designated deadline

Evaluates staff as assigned

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.
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MINIMUM QUALIFICATIONS

Bachelor's Degree

Five (5) years of successful experience with benefits and leave programs working in a large company environment

High detail orientation; self-directed and self-motivated; able to work in a fast-paced environment

Strong organizational skills and proven ability to communicate orally and in writing
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Knowledge of ERISA, HIPAA, COBRA, FMLA, ACA, ADA and other applicable regulations

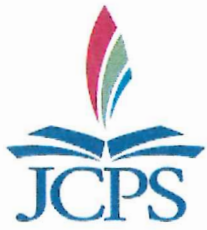
Effective communication skills

DESIRABLE QUALIFICATIONS

CEBS, CBP, PHR, or SPHR certification

Strong teambuilding skills and ability to distribute and delegate tasks appropriately

Experience in a diverse workplace



NEW: Revised
12/10/2019
10/26/2022

Submitted:
12/10/2019
10/25/2022

JOB TITLE:	COORDINATOR LEAVE CENTER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II/GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8287
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides specialized expertise regarding employee leaves of absence programs including the Family and Medical Leave Act (FMLA) ~~and, District leave programs, and reasonable accommodations under the Americans with Disabilities Act (ADA).~~ Coordinates and reviews all employee leave requests including administration and case management and ensures compliance and consistency with district policies and procedures, collective bargaining agreements, and applicable employment laws.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Coordinates ~~and supervises~~ all administrative aspects of JCPS leave programs to include reviewing employee leave requests and medical documentation and makes final determinations on ~~approvals, denials, requests for additional information, return to work, and leave extension requests~~

Reviews Advisors Employee Leave tracking of employee eligibility for FMLA, leave allotments, and ensures that leave reports are being efficiently monitored and processed in a timely manner

~~Serves as a back-up approver for payroll system leave transactions~~ ~~Reviews and approves all payroll system leave actions~~ and ensures the Leave Center meets all payroll deadlines

Collaborates with and provides outstanding customer service and first tier issue resolution to employees and to other departments including but not limited to HR Staffing, Benefits, Payroll, and Employee Relations

Serves as a subject matter expert by providing interpretation and guidance to administrators, employees, and Advisors Employee Leave on JCPS leave policies and procedures, applicable employment laws, and collective bargaining agreements as it relates to leaves of absence

Investigates areas of potential or alleged leave abuse/fraudulent activity and provides recommendations to the supervisor and Employee Relations

~~Works closely with Employee Relations on any leave policy violations~~

~~Assists, under the direction of the supervisor in coordinating reasonable accommodations under the Americans with Disabilities Act (ADA), including conducting conferences and providing expert counsel to employees and Administrators in all areas of leaves and ADA compliance~~

Remains current and ensures Leave Center compliance with applicable employment laws, industry trends, and conducts research to make recommendations to the supervisor

Produces reports and metrics regarding leaves of absence ~~and reasonable accommodations~~

Completes all trainings and other compliance requirements as assigned by the designated deadline

~~Monitors leave center policies and procedures to ensure efficiency and effectiveness~~

~~Creates and updates training documents to support leave center policies and processes~~

~~Partners with Personnel Services for placement of employees needing reassignment~~

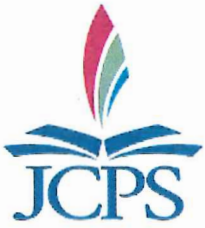
~~Maintains an accurate record of all leaves~~

Performs other duties as assigned by the supervisor

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS
Bachelor's Degree
Three (3) years of successful experience in Human Resources
Working knowledge of FMLA, ADA, HIPAA, USERRA, and applicable Federal and State employment laws
Strong organizational and customer service skills; proven ability to communicate orally and in writing
Effective communication skills

DESIRABLE QUALIFICATIONS
PHR/SPHR, SHRM-CP, or other Human Resources Certification
General knowledge of Kentucky education law
Experience in a diverse workplace



Revised
10/26/2022

Submitted:
10/25/2022

JOB TITLE:	COORDINATOR LEAVE CENTER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II/GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8287
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides specialized expertise regarding employee leaves of absence programs including the Family and Medical Leave Act (FMLA) and. Coordinates and reviews all employee leave requests including administration and case management and ensures compliance and consistency with district policies and procedures, collective bargaining agreements, and applicable employment laws.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates all administrative aspects of JCPS leave programs to include reviewing employee leave requests and medical documentation and makes final determinations on denials, requests for additional information.
- Reviews Advisors Employee Leave tracking of employee eligibility for FMLA, leave allotments, and ensures that leave reports are being efficiently monitored and processed in a timely manner
- Serves as a back-up approver for payroll system leave transactions and ensures the Leave Center meets all payroll deadlines
- Collaborates with and provides outstanding customer service and first tier issue resolution to employees and to other departments including but not limited to HR Staffing, Benefits, Payroll, and Employee Relations
- Serves as a subject matter expert by providing interpretation and guidance to administrators, employees, and Advisors Employee Leave on JCPS leave policies and procedures, applicable employment laws, and collective bargaining agreements as it relates to leaves of absence
- Investigates areas of potential or alleged leave abuse/fraudulent activity and provides recommendations to the supervisor and Employee Relations
- Remains current and ensures Leave Center compliance with applicable employment laws, industry trends, and conducts research to make recommendations to the supervisor
- Produces reports and metrics regarding leaves of absence
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Monitors leave center policies and procedures to ensure efficiency and effectiveness
- Creates and updates training documents to support leave center policies and processes
- Partners with Personnel Services for placement of employees needing reassignment
- Maintains an accurate record of all leaves
- Performs other duties as assigned by the supervisor

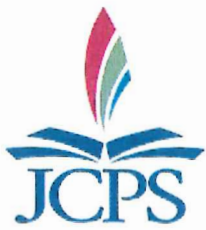
PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree
Three (3) years of successful experience in Human Resources
Working knowledge of FMLA, ADA, HIPAA, USERRA, and applicable Federal and State employment laws
Strong organizational and customer service skills; proven ability to communicate orally and in writing
Effective communication skills

DESIRABLE QUALIFICATIONS
PHR/SPHR, SHRM-CP, or other Human Resources Certification
General knowledge of Kentucky education law
Experience in a diverse workplace



NEW: Revised: Submitted:
 07/01/2019 06/11/2019
 10/26/2022 10/25/2022

JOB TITLE:	ADVISOR EMPLOYEE LEAVE
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8637
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Assumes responsibility for general administration and maintenance of employee leaves of absence; counsels employees on leave policies and procedures; maintains confidential records and audits District reports related to absences; calculates leave return dates and other return dates that impact staffing; verifies eligibility for leaves of absence and coordinates leave actions with external departments.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Counsels employees regarding leaves of absence and provides employees with accurate and timely information on absences, medical certification requirements, return to work dates, building rights dates, etc. with a high level of customer service

Coordinates employee leaves of absence with other departments including; but not limited to, Human Resources, Payroll, Risk Management & Benefits, and sick leave bank administrators

Processes leaves of absence, including preparation and maintenance of documents, reports, and records; determines eligibility for leaves, including leave under the Family and Medical Leave Act (FMLA)

Reviews leave documents for missing and/or unclear information, accuracy, and completeness

~~Monitors and processes District reports pertaining to leaves of absences, including biweekly sick, dock, FMLA, and worker's compensation reports~~

Maintains confidential medical information and documents in accordance with HIPAA regulations

Identifies and prepares District letters to employees including; but not limited to, leave designation, insufficient documentation, expired leaves, and docked days

Ensures all appropriate documentation is complete ~~to allow Leave Administrator to approve the leave~~

~~Maintains an accurate record of all leaves~~

~~Reviews and approves payroll system leave transactions meeting all payroll deadlines~~

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

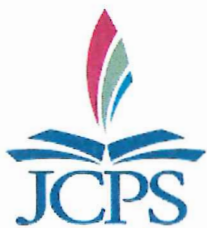
MINIMUM QUALIFICATIONS

High School Diploma or General Equivalency Diploma (GED)

~~Two (2)-Three (3)~~ years of experience ~~in area of assignment~~ managing high volumes of information and data accurately

Ability to communicate effectively, both orally and in writing
Excellent customer service skills
Effective communication skills
Excellent attention to detail

DESIRABLE QUALIFICATIONS
Working knowledge of State and Federal laws, statutes and regulations
Working knowledge of policies, and procedures related to leaves
Experience in a diverse workplace



Revised:
10/26/2022

Submitted:
10/25/2022

JOB TITLE:	ADVISOR EMPLOYEE LEAVE
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8637
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Assumes responsibility for general administration and maintenance of employee leaves of absence; counsels employees on leave policies and procedures; maintains confidential records and audits District reports related to absences; calculates leave return dates and other return dates that impact staffing; verifies eligibility for leaves of absence and coordinates leave actions with external departments.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Counsels employees regarding leaves of absence and provides employees with accurate and timely information on absences, medical certification requirements, return to work dates, building rights dates, etc. with a high level of customer service

Coordinates employee leaves of absence with other departments including; but not limited to, Human Resources, Payroll, Risk Management & Benefits, and sick leave bank administrators

Processes leaves of absence, including preparation and maintenance of documents, reports, and records; determines eligibility for leaves, including leave under the Family and Medical Leave Act (FMLA)

Reviews leave documents for missing and/or unclear information, accuracy, and completeness

Maintains confidential medical information and documents in accordance with HIPAA regulations

Identifies and prepares District letters to employees including; but not limited to, leave designation, insufficient documentation, expired leaves, and docked days

Ensures all appropriate documentation is complete

Maintains an accurate record of all leaves

Reviews and approves payroll system leave transactions meeting all payroll deadlines

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS

High School Diploma or General Equivalency Diploma (GED)

Two (2) years of experience managing high volumes of information and data accurately

Ability to communicate effectively, both orally and in writing

Excellent customer service skills

Effective communication skills

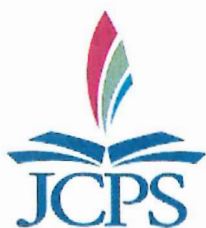
Excellent attention to detail

DESIRABLE QUALIFICATIONS

Working knowledge of State and Federal laws, statutes and regulations

Working knowledge of policies, and procedures related to leaves

Experience in a diverse workplace



NEW: Revised: Submitted:
 07/01/2019 06/11/2019
 10/26/2022 10/25/2022

JOB TITLE:	COORDINATOR EMPLOYEE BENEFITS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8105
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides specialized expertise regarding employee benefits programs offered to JCPS employees including assisting in the selection, enrollment, management, and first tier issue resolution as well as providing expert counsel to department employees in all areas including the Affordable Care Act.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts research and analyzes Benefit functions and industry trends to make recommendations to Benefits Manager

Reviews, ~~approves, and meets all deadlines for monthly retirement processing Kentucky Teachers' Retirement System (KTRS) applications for all substitute teachers~~

Provides advice, counsel and expertise to Benefits Counselors, Principals, and employees with respect to employee benefits, wellness programs, and the Affordable Care Act

Processes applications and enrolls employees in self-administered ancillary benefit programs

Calculates and processes all District paid employee benefit premiums and coordinates payment

Reconciles and processes payment for the District's occupational medicine provider services

Plans and facilitates the annual employee benefits and health fair for JCPS employees and assists the Benefits Manager with annual benefit renewals and open enrollment activities, as directed

Coordinates the disability retirement process including counseling employees, conducting accommodation conferences, and completion of disability retirement application paperwork for all Classified personnel enrolled in the County Employee's Retirement System (CERS)

Coordinates, under the direction of the Manager Benefits, compliance with the employer shared responsibility portion of the Affordable Care Act including tracking hours and eligibility, and the production/distribution of annual Form 1095-C and IRS 1094-C transmittal. Produces snapshots, analyzes data, and assists the Benefits Manager with all of employer compliance

~~Maintains department budget information and processes time & attendance and payroll for the department~~

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

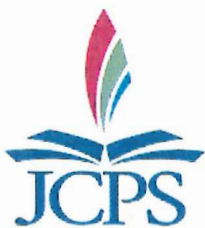
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree

Three (3) years of successful experience in employee benefits
Strong organizational and analytical skills; and proven ability to communicate orally and in writing
General working knowledge of employer compliance under the Affordable Care Act
Effective communication skills

DESIRABLE QUALIFICATIONS
CEBS, CBP, PHR, or SPHR certification
General knowledge of ERISA, HIPAA, COBRA, FMLA, ADA and other regulations governing employee benefits
General Knowledge of Kentucky education law and federal employment law
Experience in a diverse workplace



Revised:
10/26/2022

Submitted:
10/25/2022

JOB TITLE:	COORDINATOR EMPLOYEE BENEFITS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8105
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides specialized expertise regarding employee benefits programs offered to JCPS employees including assisting in the selection, enrollment, management, and first tier issue resolution as well as providing expert counsel to department employees in all areas including the Affordable Care Act.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Conducts research and analyzes Benefit functions and industry trends to make recommendations to Benefits Manager
Reviews, approves, and meets all deadlines for monthly retirement processing
Provides advice, counsel and expertise to Benefits Counselors, Principals, and employees with respect to employee benefits, wellness programs, and the Affordable Care Act
Processes applications and enrolls employees in self-administered ancillary benefit programs
Calculates and processes all District paid employee benefit premiums and coordinates payment
Reconciles and processes payment for the District's occupational medicine provider services
Plans and facilitates the annual employee benefits and health fair for JCPS employees and assists the Benefits Manager with annual benefit renewals and open enrollment activities, as directed
Coordinates the disability retirement process including counseling employees, conducting accommodation conferences, and completion of disability retirement application paperwork for all Classified personnel enrolled in the County Employee's Retirement System (CERS)
Coordinates, under the direction of the Manager Benefits, compliance with the employer shared responsibility portion of the Affordable Care Act including tracking hours and eligibility, and the production/distribution of annual Form 1095-C and IRS 1094-C transmittal. Produces snapshots, analyzes data, and assists the Benefits Manager with all of employer compliance
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor

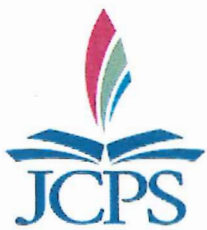
PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving driving automotive equipment.

MINIMUM QUALIFICATIONS

Bachelor's Degree
Three (3) years of successful experience in employee benefits
Strong organizational and analytical skills; and proven ability to communicate orally and in writing

General working knowledge of employer compliance under the Affordable Care Act
Effective communication skills
DESIRABLE QUALIFICATIONS
CEBS, CBP, PHR, or SPHR certification
General knowledge of ERISA, HIPAA, COBRA, FMLA, ADA and other regulations governing employee benefits
General Knowledge of Kentucky education law and federal employment law
Experience in a diverse workplace



NEW: Revised
05/14/2019
10/26/2022

Submitted:
07/01/2019
10/25/2022

JOB TITLE:	COORDINATOR WELCOME CENTER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8480
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership and coordination of the Welcome Center and oversees technical assistance. Coordinates new employee training and onboarding including contract signing. Ensures compliance with federal, state statutes and District policies and procedures. Supervises the day-to day operations of the Welcome Center.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership and oversight to the Welcome Center

Develops, establishes and facilitates new employee welcoming, onboarding and training including fingerprinting, collection of paperwork, creation of staff identification cards and new employee orientation

Coordinates and oversees annual contract renewal processing

~~Reviews and oversees annual salary increases and off step processing~~

Oversees receipt and routing of criminal background records and Child Abuse and Neglect checks

Accumulates and researches data, documents, and other pertinent information as it relates to the function and processes within the unit

Reviews, evaluates and/or establishes operational policies and procedures and makes modifications based on analysis of operations and other research information

Prepares, delivers or assists with training for staff

Prepares and/or assists in preparation of reports, records, and other documentation, as required

Maintains communication and works closely with other administrators and staff within the unit and serves a liaison with other outside agencies, as required

Evaluates assigned staff

Assures compliance with federal, state and District policy and administrative procedures and negotiated agreements

Monitors and tracks the progress of new and current technology software and data base management systems used by the department

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

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

MINIMUM QUALIFICATIONS
Bachelor's Degree in Human Resources or related discipline
Three (3) successful experience in Human Resources knowledge and experience with various HRIS Effective written and verbal communication skills
Ability to work effectively and collaboratively with others
Effective written and verbal communication skills
Ability to organize and multi-task a variety of duties
Must maintain a high degree of confidentiality
DESIRABLE QUALIFICATIONS
Master's degree in related field
Human Resource Certifications
Experience in a diverse workplace



Revised
10/26/2022

Submitted:
10/25/2022

JOB TITLE:	COORDINATOR WELCOME CENTER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8480
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

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Monitors and tracks the progress of new and current technology software and data base management systems used by the department

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

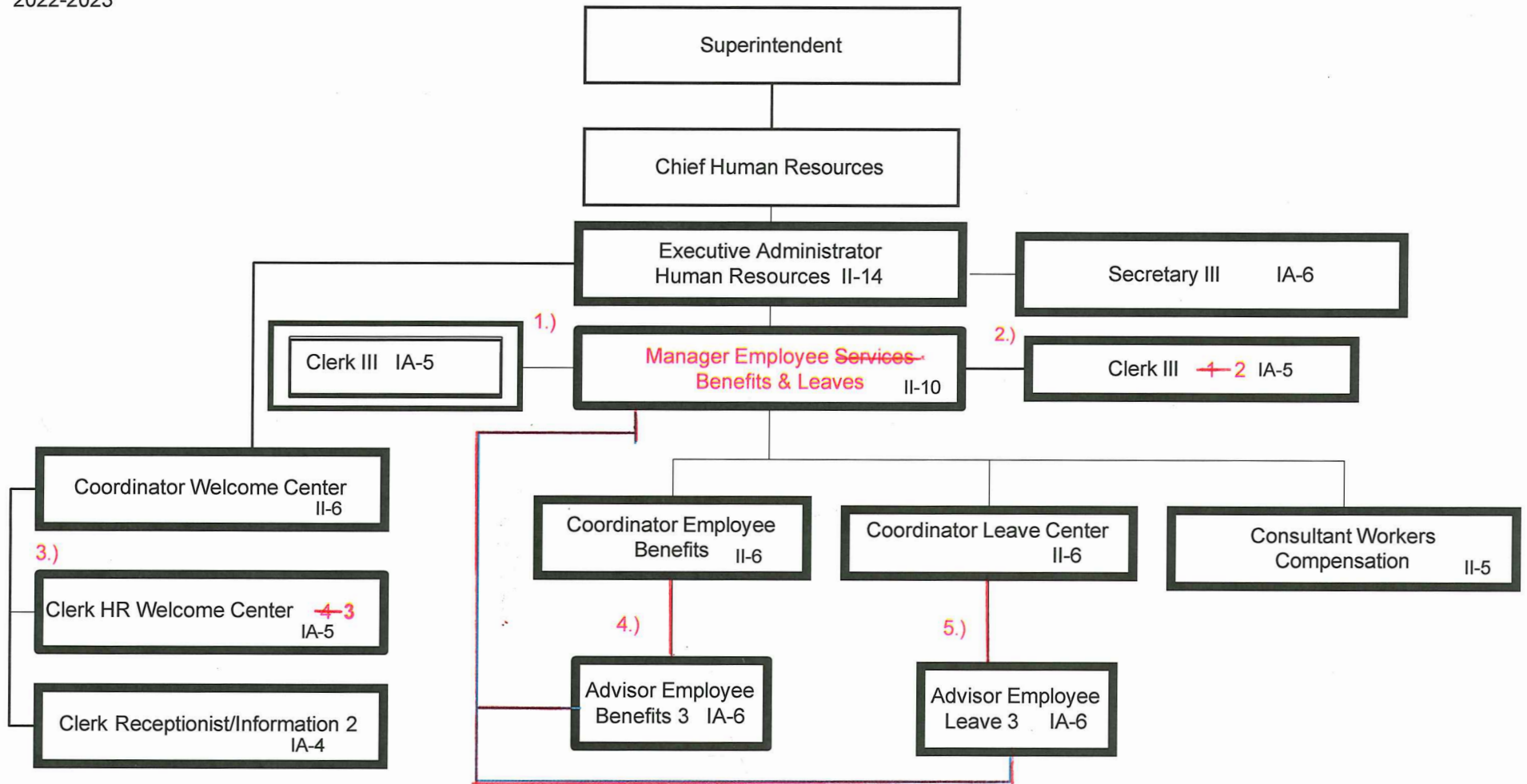
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MINIMUM QUALIFICATIONS

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Three (3) successful experience in Human Resources knowledge and experience with various HRIS Effective written and verbal communication skills
Ability to work effectively and collaboratively with others
Effective written and verbal communication skills
Ability to organize and multi-task a variety of duties
Must maintain a high degree of confidentiality

DESIRABLE QUALIFICATIONS
Master's degree in related field
Human Resource Certifications
Experience in a diverse workplace



- 1.) Change title from Manager, Employee Services to Manager, Employee Benefits & Leaves
- 2.) Add one Clerk III
- 3.) Delete one Clerk HR Welcome Center
- 4.) Change reporting structure from Coordinator, Employee Benefits to Manager, Employee Benefits & Leaves
- 5.) Change reporting structure from Coordinator, Leave Center to Manager, Employee Benefits & Leaves

Summary:

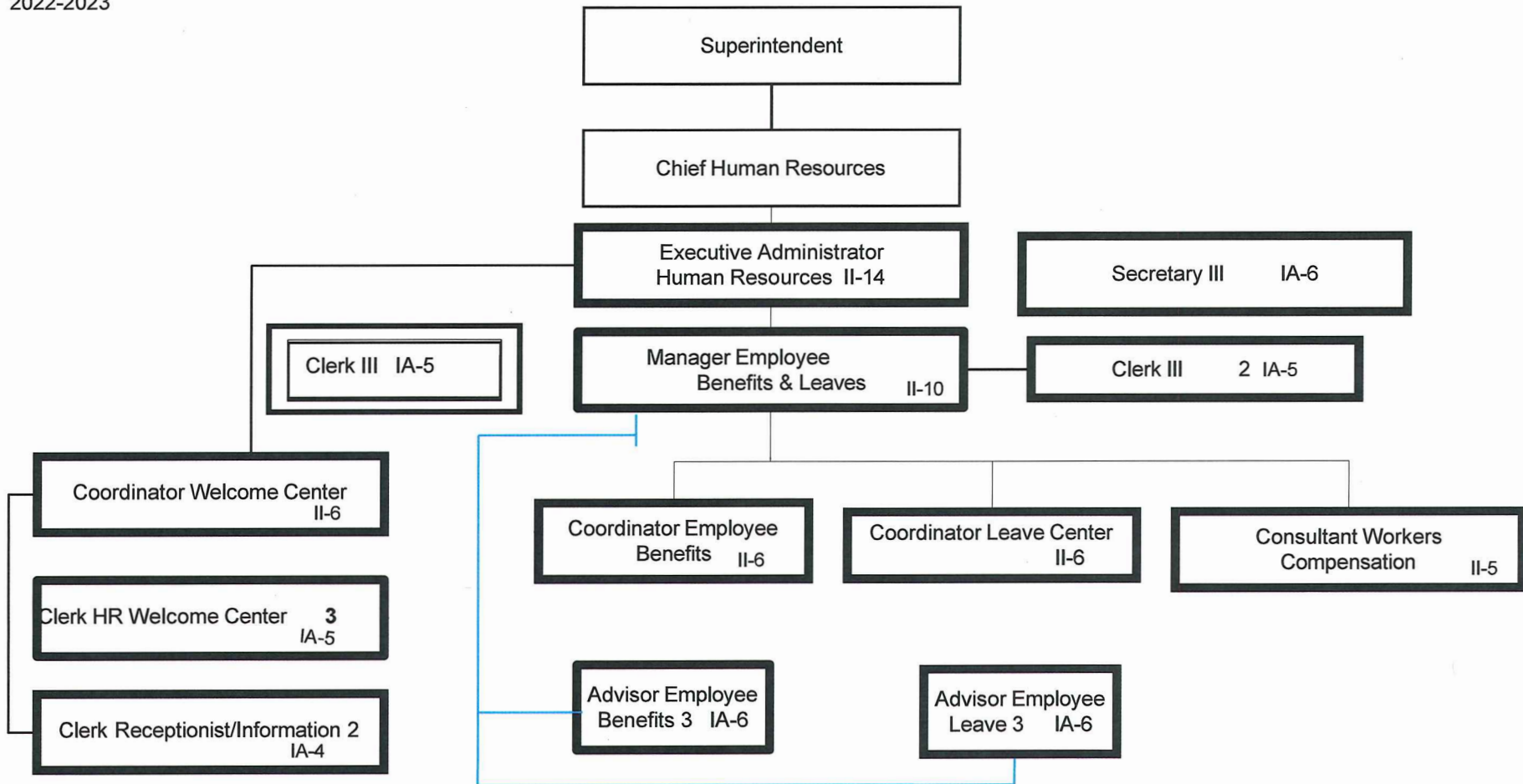
General Fund Positions 20

Categorical Fund Positions: 1

G-4

Submitted
Effective

~~05/10/2022~~ 10/25/2022
~~05/11/2022~~ 10/26/2022



Summary:

General Fund Positions 20
Categorical Fund Positions: 1

G-4

Submitted	10/25/2022
Effective	10/26/2022