



NEW: REVISED: Submitted:
 10/26/2024 10/15/2024
 07/01/2019 06/11/2019

JOB TITLE:	ADVISOR EMPLOYEE BENEFITS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 6 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8614
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Assists with various employee benefits activities including counseling employees and processing insurance enrollments, changes, and payroll deductions. Provides excellent customer service by answering benefit and retirement related questions by phone and walk-in visitors. Compiles benefit related reports and files.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides excellent customer service to employees, vendors, and guests by handling phone calls, answering questions, and assisting walk-in visitors to the department as it relates to benefits
 - Assists in counseling employees regarding benefit options and retirements, both certified and classified
 - Distributes and reviews employee benefit information and assists employees and applicants with processing enrollments, forms and payroll deductions for benefit plans
 - Assists in calculating early retirement benefit compensation
 - Assists in implementation of the retirement benefit compensation programs (early retirement, TRS and CERS) including preparation, processing and maintenance of appropriate applications, reports and records
 - Assists in the annual open enrollment process including counseling employees, assisting employees with making enrollments and changes, and processing enrollments and changes
 - Collaborates with other departments including but not limited to; Human Resources, Payroll and the Leave Center as it relates to benefits
 - Compiles and maintains employee benefits reports
 - Completes all trainings and other compliance requirements as assigned by the designated deadline
 - Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities.
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction.

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.~~

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Two (2) years' experience in business and office setting

Excellent customer service skills

Good computer skills

Effective communication skills

DESIRABLE QUALIFICATIONS

Specialized training in insurance enrollment and processing

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

Experience in a diverse workplace



REVISED: 10/26/2024
Submitted: 10/15/2024

JOB TITLE:	ADVISOR EMPLOYEE BENEFITS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8614
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Assists with various employee benefits activities including counseling employees and processing insurance enrollments, changes, and payroll deductions. Provides excellent customer service by answering benefit and retirement related questions by phone and walk-in visitors. Compiles benefit related reports and files.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides excellent customer service to employees, vendors, and guests by handling phone calls, answering questions, and assisting walk-in visitors to the department as it relates to benefits

Assists in counseling employees regarding benefit options and retirements, both certified and classified

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

Assists in calculating early retirement benefit compensation

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

Assists in the annual open enrollment process including counseling employees, assisting employees with making enrollments and changes, and processing enrollments and changes

Collaborates with other departments including but not limited to; Human Resources, Payroll and the Leave Center as it relates to benefits

Compiles and maintains employee benefits reports

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

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities.

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction.

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Two (2) years' experience in business and office setting
Excellent customer service skills
Good computer skills
Effective communication skills

DESIRABLE QUALIFICATIONS
Specialized training in insurance enrollment and processing
Working knowledge of laws, statutes, regulations, policies, and procedures related to benefits
Experience in a diverse workplace



NEW: REVISED: Submitted:
 10/26/2024 10/15/2024
 10/26/2022 10/25/2022

JOB TITLE:	ADVISOR EMPLOYEE LEAVE
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 6 8
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

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

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.~~

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

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



REVISED: 10/26/2024
Submitted: 10/15/2024

JOB TITLE:	ADVISOR EMPLOYEE LEAVE
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
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

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs.,

standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

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: 10/26/2024
Submitted: 10/15/2024

JOB TITLE:	CLERK HUMAN RESOURCES BENEFITS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Provides superior customer service to employees. Checks, analyzes and cross references insurance enrollment forms and performs data entry to enroll employees into health insurance and ancillary benefit plans in accordance with district policy, state, federal and insurance plan administration guidelines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Monitors and reconciles new hire enrollment forms and tracking systems, alerts Benefits Advisors of any issues to be addressed to ensure all enrollments are processed within established plan administration guidelines

Uploads enrollment forms to the Department of Employee Insurance for all new hires and qualifying life events

Enters enrollments and qualifying life event changes into the Department of Employee Insurance Kentucky Human Resources Information System (KHRIS)

Processes default health insurance applications for new employees who do not submit enrollment forms within established deadlines

Assist with open enrollment activities and tasks as directed

Performs timely data entry including employee payroll deductions into the district payroll system meeting all established deadlines

Establishes and maintains files and filing systems in accordance with departmental policies and procedures.

Answers phone calls and responds to emails with accurate information researched from district policy, state or federal guidelines

Provides supervisor customer service as a backup for the main benefits and leave center phone line

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

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities.

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction.

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the

workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D and working knowledge of business English, spelling and arithmetic

Two (2) years successful experience in clerical functions

Successful experience with computer word processing/file management functions

DESIRABLE QUALIFICATIONS

Ability to work well in a team situation

Efficient time management

Training or education in business practices and skills

Experience in diverse workplace



NEW: Submitted:
10/26/2024 10/15/2024

JOB TITLE:	CLERK HUMAN RESOURCES EMPLOYEE SERVICES
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Provides superior customer service to employees and visitors as the primary point of contact for calls and visitors to the benefits and leave center. Performs data entry and processing for the benefits and leave center in accordance with district policy, state, and federal guidelines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides superior customer service over the phone, e-mail, and in person, ensuring a professional and pleasant experience when contacting the department

Maintains knowledge of benefits and leave center processes and other district departments, to ensure calls, emails, and direct mail are routed timely and correctly

Manages departmental mailboxes ensuring all emails are promptly responded to with accurate, timely, and customer-focused responses

Answers phone calls and responds to emails with accurate information researched from district policy, state or federal guidelines

Distributes letters and correspondence from the benefits and leave center to employees and district leaders

Performs timely data entry into various benefits and leave systems meeting all established deadlines

Establishes and maintains files and filing systems in accordance with departmental policies and procedures and HIPAA regulations

Assist with open enrollment activities and tasks as directed

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

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities.

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction.

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the

workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D and working knowledge of business English, spelling and arithmetic

Two (2) years successful experience in clerical functions

Successful experience with computer word processing/file management functions

DESIRABLE QUALIFICATIONS

Ability to work well in a team situation

Efficient time management

Training or education in business practices and skills

Experience in diverse workplace



NEW: 10/26/2024
Submitted: 10/15/2024

JOB TITLE:	CLERK HUMAN RESOURCES LEAVE CENTER
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Provides superior customer service to employees. Monitors and processes district reports pertaining to leaves of absences, including biweekly time & attendance reports. Performs data entry and processing for the leave center in accordance with district policy, state, and federal guidelines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Monitors and processes district reports pertaining to leaves of absences, including biweekly time & attendance reports; to include production and distribution of sick and dock notifications

Remains current on district reports and ensures notifications are distributed within established timelines

Performs timely data entry into the district payroll system meeting all established deadlines

Receives incoming leave documentation, performs data entry, and promptly routes to Advisors for processing

Manages departmental mailbox ensuring all emails are promptly responded to with accurate, timely, and customer-focused responses

Distributes letters and leave center correspondence to employees and district leaders

Uploads electronic leave documents into employee's confidential medical files

Establishes and maintains files and filing systems in accordance with departmental policies and procedures and HIPAA regulations

Answers phone calls and responds to emails with accurate information researched from district policy, state or federal guidelines

Provides supervisor customer service as a backup for the main benefits and leave center phone line

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

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities.

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction.

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs.,

standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D and working knowledge of business English, spelling and arithmetic

Two (2) years successful experience in clerical functions

Successful experience with computer word processing/file management functions

DESIRABLE QUALIFICATIONS

Ability to work well in a team situation

Efficient time management

Training or education in business practices and skills

Experience in diverse workplace



NEW: REVISSED: Submitted:
 10/26/2024 10/15/2024
 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

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

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

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.~~

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

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: 10/26/2024
 Submitted: 10/15/2024

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

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

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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: Submitted:
 10/26/2024 10/15/2024
 12/14/2022 12/13/2022

JOB TITLE:	TECHNICIAN DATA MANAGEMENT RESEARCH
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8624
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assists with designing, implementing, and reporting District, state, and federal programs. Assists local schools and departments in monitoring programs. Plans and develops automated data systems to provide services for users. Troubleshoots the data system. Assumes responsibility of liaison between departments.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Prepares official documents (ex., contracts, requisitions, vouchers...) for department
- Monitors services and troubleshoots as the liaison between departments
- Assists in planning data bases and data retrieval systems, and provides liaison with data processing specialists for implementation
- Prepares specifications for ad hoc reports and mass updates; produces reports from data bases
- Assists in preparing, maintaining and updating data/information
- Performs studies for departments, offices, and agencies as required
- Assists in compliance with District and/or community requests for data
- Prepares annual and interim reports for District, state and federal programs
- Maintains accurate data and conduct analysis of data for evaluations using electronic data processing equipment
- Completes all trainings and other compliance requirements as assignment by the designated deadline
- Perform other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

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.~~

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs.,

standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of responsible research and evaluation experience

Two (2) years of data processing experience

Demonstrated ability to add, subtract, multiply and divide quickly and accurately

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in writing technical/analytical evaluation reports

Ability to work with various role groups

Experience in a diverse workplace



REVISED: 10/26/2024
Submitted: 10/15/2024

JOB TITLE:	TECHNICIAN DATA MANAGEMENT RESEARCH
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8624
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assists with designing, implementing, and reporting District, state, and federal programs. Assists local schools and departments in monitoring programs. Plans and develops automated data systems to provide services for users. Troubleshoots the data system. Assumes responsibility of liaison between departments.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Prepares official documents (ex., contracts, requisitions, vouchers...) for department
- Monitors services and troubleshoots as the liaison between departments
- Assists in planning data bases and data retrieval systems, and provides liaison with data processing specialists for implementation
- Prepares specifications for ad hoc reports and mass updates; produces reports from data bases
- Assists in preparing, maintaining and updating data/information
- Performs studies for departments, offices, and agencies as required
- Assists in compliance with District and/or community requests for data
- Prepares annual and interim reports for District, state and federal programs
- Maintains accurate data and conduct analysis of data for evaluations using electronic data processing equipment
- Completes all trainings and other compliance requirements as assignment by the designated deadline
- Perform other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

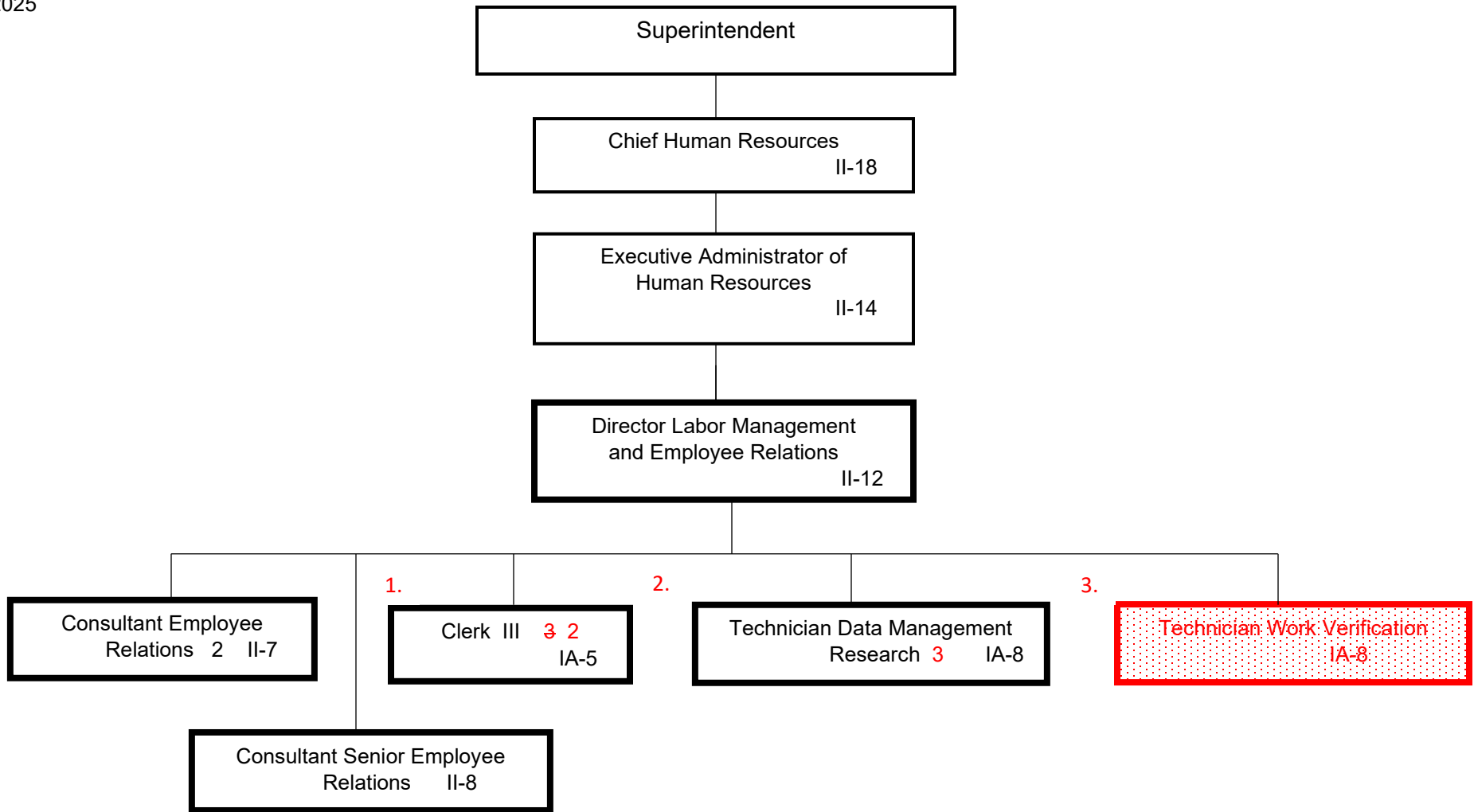
This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.
Three (3) years of responsible research and evaluation experience
Two (2) years of data processing experience
Demonstrated ability to add, subtract, multiply and divide quickly and accurately
Effective communication skills

DESIRABLE QUALIFICATIONS

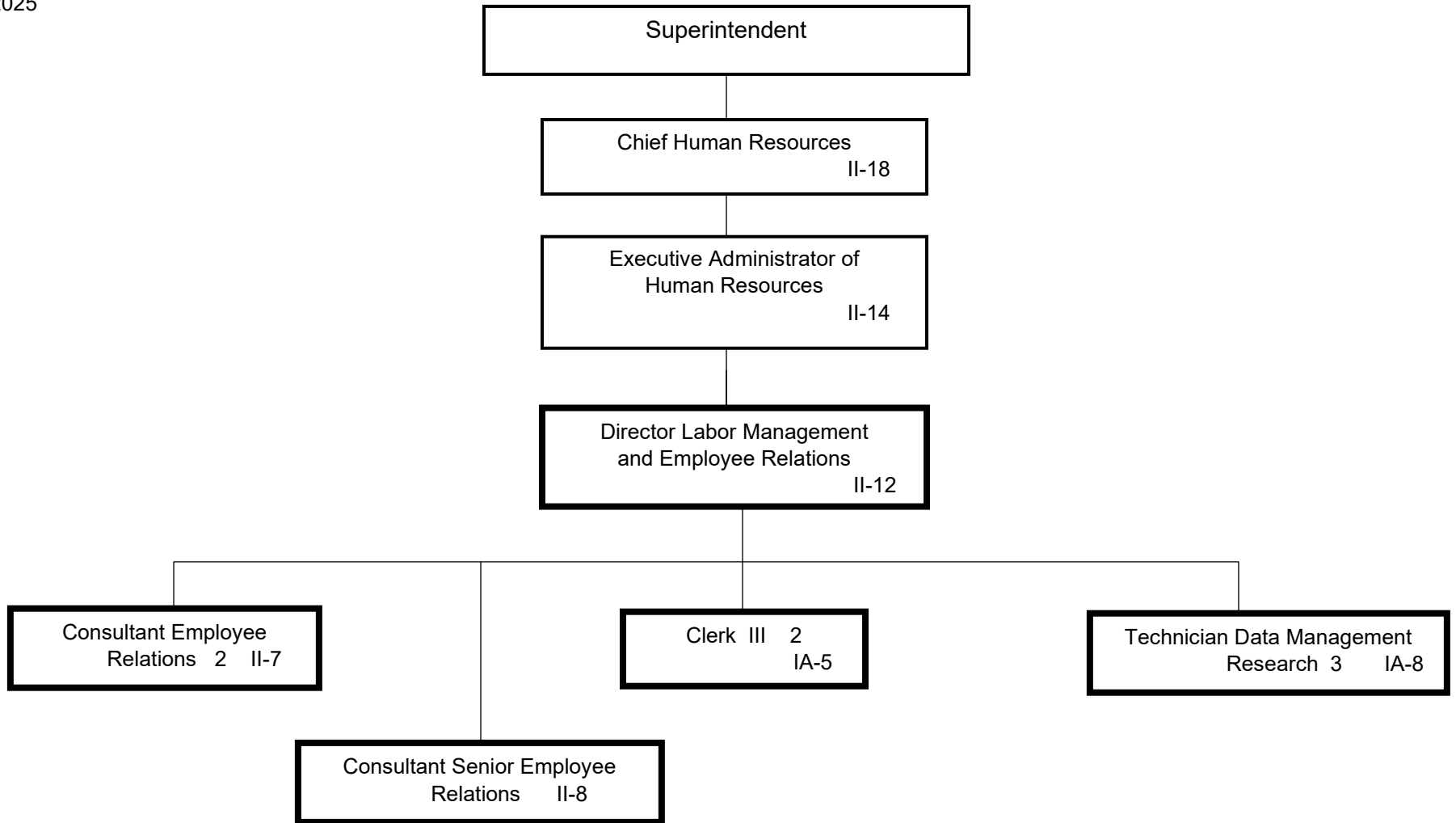
Experience in writing technical/analytical evaluation reports
Ability to work with various role groups
Experience in a diverse workplace



1. Delete one Clerk III position
2. Add one Technician Data Management Research position
3. Reclassify Technician Work Verification position to Technician Data Management Research

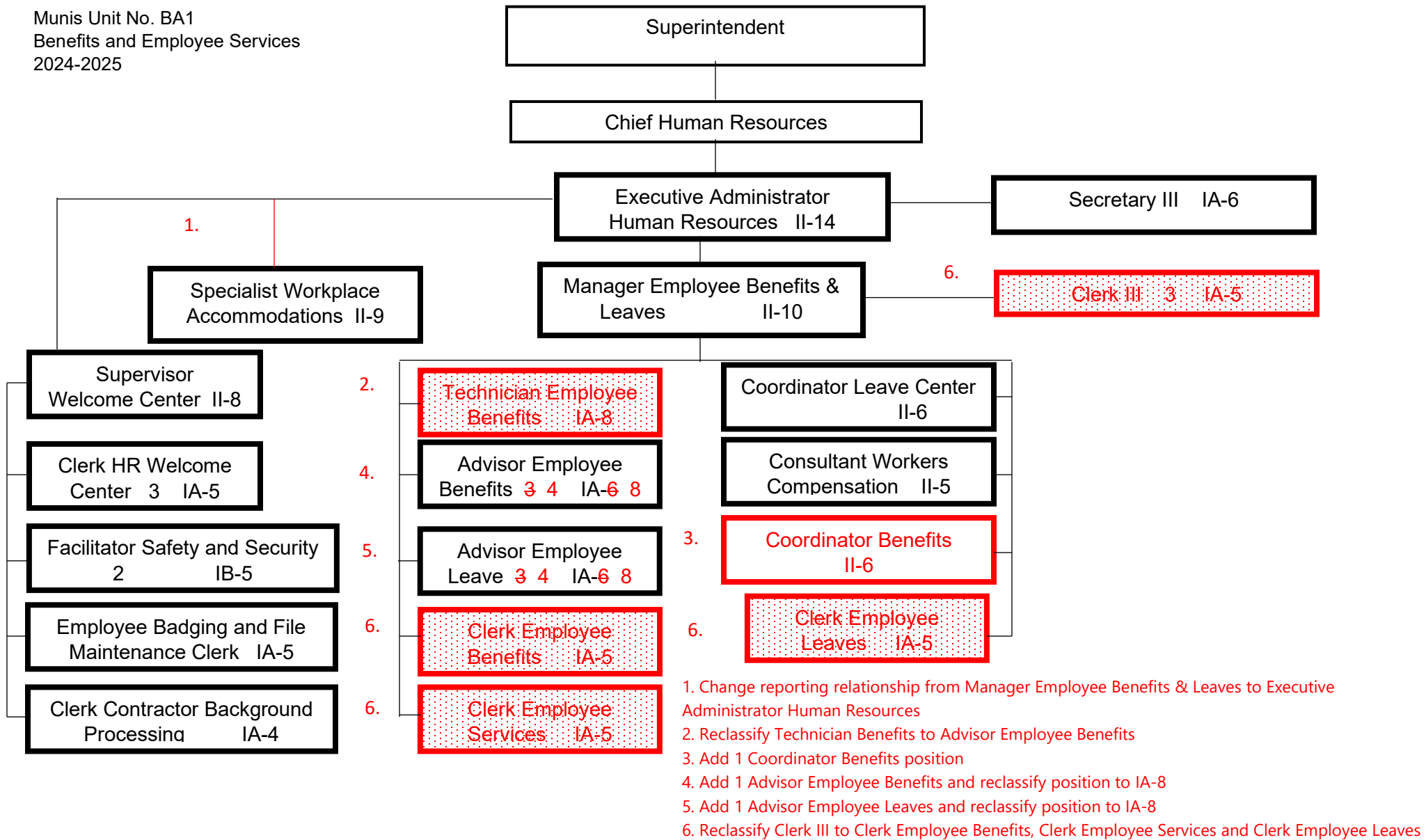
Summary:

General Fund Positions: 9
 Categorical Fund Positions: 0



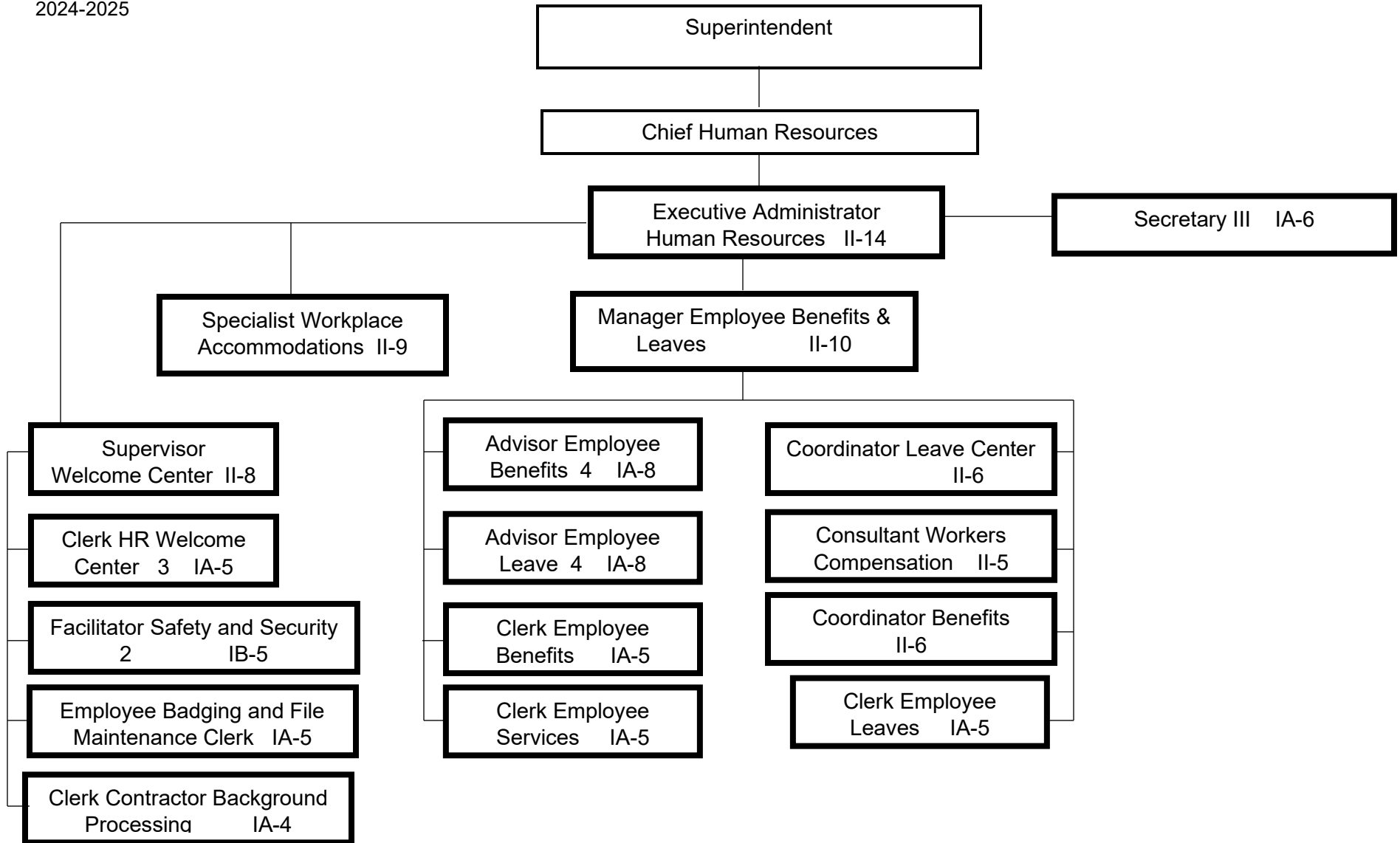
Summary:

General Fund Positions: 9
Categorical Fund Positions: 0



Summary:

General Fund Positions: ~~24~~ 26
Categorical Fund Positions: 0



Summary:

General Fund Positions: 26
 Categorical Fund Positions: 0