

## SCHOOL DISTRICT OF FLAGLER COUNTY

### JOB DESCRIPTION

#### BENEFIT SPECIALIST (CONFIDENTIAL)

##### QUALIFICATIONS:

- (1) High School Diploma (Associate Degree preferred).
- (2) Three (3) years experience as a secretary or clerk.

##### KNOWLEDGE, SKILLS AND ABILITIES:

Ability to operate a personal computer. Knowledge of insurance and employee benefit plans. Knowledge of applicable payroll procedures, personnel procedures, and School Board policies. Demonstrated written and oral communication skills. Ability to work well with others. Effective, positive interpersonal skills.

##### REPORTS TO:

Executive Director of Human Resources

##### JOB GOAL

To keep employees informed of benefits available and to coordinate the processing of enrollment and maintenance of required records.

##### SUPERVISES:

N/A

##### PERFORMANCE RESPONSIBILITIES:

- \* (1) Compile and disseminate information to employees about the group benefits program.
- \* (2) Enroll employees in group benefits program.
- \* (3) Assist employees with the resolution of questions / problems regarding group insurance.
- \* (4) Assist employees with filing group insurance claims.
- \* (5) Maintain records relating to enrollment in the various benefit plans.
- \* (6) Verify eligibility for insurance benefits.
- \* (7) Maintain records relating to all employees insurance plans.
- \* (8) Prepare remittance for group insurance.
- \* (9) Inform and explain to departing employees the COBRA Plan.
- \* (10) Maintain all required COBRA records.
- \* (11) Prepare and maintain payroll records for the District Office.
- (12) Verify non-Board sponsored plans eligibility for payroll deductions (such as individual insurance and TSA plans) and maintain required records.
- (13) Prepare remittance for individual employee plans and TSA's.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.

**BENEFITS SPECIALIST (CONFIDENTIAL) (Continued)**

**TECHNOLOGY ACCESS:** NEFEC, FINANCE, HR

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 6**