

**SCHOOL DISTRICT OF PUTNAM COUNTY
JOB DESCRIPTION**

EMPLOYEE BENEFITS SPECIALIST 77332

REQUIRED QUALIFICATIONS:

- (1) High school graduate.
- (2) Adequate typing and creative skills.
- (3) Ability to enter data efficiently.
- (4) Knowledge of the practices and types of benefits packages.
- (5) Knowledge of the legal requirements concerning insurance coverage.
- (6) Ability to work independently.
- (7) Ability to establish and maintain an effective working relationship with co-workers, officials, employees and providers.
- (8) Ability to express ideas clearly and concisely, orally and in writing.
- (9) Ability to comprehend and interpret Florida Statutes, State Board Regulations, School Board Policies, State Retirement rules, and COBRA Compliance Regulations.
- (10) Skill in using personal computer and other office equipment.

DESIRED QUALIFICATIONS:

- (1) Two years experience in a public school system.
- (2) Two or more years of college training.
- (3) Two or more year of office/clerical experience, preferably in benefits administration.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to perform specialized office work, requiring a high degree of proficiency, in connection with the administration of the various insurance benefits programs for District employees.

REPORTS TO:

Chief Financial Officer

JOB GOAL

To ensure the administration of the various insurance benefits are performed promptly, accurately and efficiently in accordance with District policies, procedures and schedules.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Present insurance benefits to new employees.
- * (2) Process employee enrollments, changes and terminations in the various benefit plans.
- * (3) Input payroll deductions for insurance benefits.
- * (4) Assist employees in the utilization of their benefits.
- * (5) Act as contact for those who have questions regarding the District's insurance programs.
- * (6) Reconcile monthly statements for the District's group health, life and supplemental insurance plans.
- (7) Process checks received and write checks, when applicable.
- * (8) Process monthly health and life insurance billings for payment.
- * (9) Verify and process supplemental disability and indemnity claims for payment, each pay period. (Plan III & Plan IV)
- * (10) Process all COBRA events and applications and do so within COBRA compliance laws.
- * (11) Schedule and attend District Insurance Committee Meetings; record and prepare minutes for each meeting.
- * (12) Schedule annual Cafeteria Plus enrollment and key all new elections.
- * (13) Complete applicable paperwork required for processing claims for beneficiaries of deceased employee/retirees and issue check(s) received from insurance company.
- (14) Act as liaison between different agencies, including attorneys, (FRS, HRS, AFA, BCBSF, M of O, etc.) regarding employees' deductions and benefit coverages.
- (15) Assemble and maintain insurance packets. Keep ample supple of applications, claim forms, etc.
- * (16) Maintain files (renewal contracts, correspondence, applications, billings, and receipts).
- * (17) Receive monies from employees on leave and retirees.
- * (18) Handle retiree health and life insurance benefits. Maintain contact with Florida Retirement regarding those retirees who have elected to have their health insurance premium deducted from their FRS check.
- * (19) Receive monies from FRS and individual retirees each month. Reconcile monthly.
- (20) Annually verify FRS 1099 statement for retirees' health insurance premiums.
- * (21) Type correspondence and reports. Enter and retrieve data using computer. Handle walk-ins and field telephone calls.

(22) Perform other duties as assigned by Administration.

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

Salary Locator: Classified Salary Schedule