

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

BENEFITS SPECIALIST

SALARY SCHEDULE: SSP12

COST CENTER: HUMAN RESOURCES: (9023)

QUALIFICATIONS:

- (1) High School Diploma required, Associate of Arts Degree in an appropriate discipline, preferred
- (2) Minimum of four (4) years successful experience in a group benefits office

KNOWLEDGE, SKILLS AND ABILITIES:

Possess effective interpersonal skills. Possess effective technical writing skills. Possess demonstrable computer skills and proficient in the use of spreadsheet programs, word processing programs and database applications. Possess demonstrable analytical and mathematical skills. Ability to organize and prioritize activities. Ability to communicate effectively both orally and in writing. Knowledge of statutes and rules relating to assignments.

REPORTS TO:

Supervisor, Risk Management

JOB GOAL

To perform the administrative duties related to benefits communication, regulatory compliance and membership and billing functions related to the District Cafeteria Benefit Plan.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Enroll new employees and process employee status changes for all group welfare benefit plans.
- * (2) Provide for the monthly reconciliation and payment request for all group welfare benefit plans.
- * (3) Assist employees in filing claims and communication with providers of group welfare benefit programs.
- * (4) Conduct employee educational meetings and prepare written communications for group welfare benefit programs.
- * (5) Provide for payroll deduction data entry for all group welfare benefit plans.
- * (6) Compile and track group welfare benefit plan experience data.
- * (7) Assist employees with the interpretation of regulations governing group welfare benefit plans.
- * (8) Monitor and comply with all applicable state and federal regulations governing group welfare benefit plans.
- * (9) Provide for the office administration required to comply with the Florida Workers' Compensation Law.
- * (10) Setup and maintain all employee benefit and claim files.
- * (11) Participate in budget planning and review activities as requested.
- * (12) Prepare all required reports and maintain all appropriate records.
- * (13) Exhibit support for the District's vision, mission, goals and priorities.
- * (14) Demonstrate initiative in the performance of assigned responsibilities.
- * (15) Provide for a safe and secure workplace.
- * (16) Model and maintain high ethical standards.

BENEFITS SPECIALIST (Continued)

- *(17) Follow attendance, punctuality and proper dress rules.
- *(18) Maintain confidentiality regarding school matters.
- *(19) Maintain positive relationships with staff and vendors.
- *(20) Participate in workshops and training sessions as required.
- *(21) Keep supervisor informed of potential problems or unusual events.
- *(22) Respond to inquiries and concerns in a timely manner.
- *(23) Follow all School Board policies, rules and regulations.
- *(24) Exhibit interpersonal skills to work as an effective team member.
- (25) Perform other incidental tasks consistent with the goals and objectives of this position.

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.

Job Description Supplement No. 05

*Essential Performance Responsibilities