



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **Benefits Specialist**
Job Family: **Administrative Support Services**
Prepared/Revised Date: **February 15, 2016**

FLSA Status: **Non-Exempt**
Pay Range: **SS55H**
Job Code: **32905**

SUMMARY: Responsible for representing the District’s interests in all leaves of absence claims including managing and administering all claims activities related to leaves of absence; working independently on complex claims with minimal supervision and reviewing, developing, and recommending claims-related operating practices, policies, and procedures. Maintains and ensures strict adherence to Health Insurance Portability and Accountability Act (HIPAA) Regulations and District policies and procedures when dealing with matters of highly personal nature. Manages the day-to-day administration of the District’s benefits function including medical, dental, vision and life insurance, deferred compensation programs, leave of absences and retirement programs. Provides direction to benefits technician by delegating work, assigning projects and providing necessary training. Develops and implements new administrative and system processes to achieve a better efficiency and effectiveness. Recommends policy or plan changes.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Manage, coordinate, and ensure compliance with the District’s leaves of absence policies (medical, family, personal, sabbatical, classified enrichment) in accordance with the Employee Agreement and federal law as it pertains to FMLA. Administer and track FMLA, short-term and long-term disability; calculate and audit available leave hours to use while on leave. Process necessary paperwork for payroll, human resources (Board of Education), and specific site/department to ensure proper notification of the employee being on leave and also upon return when a medical release is required or an employee who has restrictions or limitations. Communicate and coordinate with Risk Manager on any possible ADA accommodations. Communicate policies and procedures with employees taking a leave of absence. Meet one-on-one with employees as needed. Manage and track manual premium payments for employees on leave. Manage and maintain tracking system for employees on leave.	D	20%
2. Evaluate and manage day-to-day relationships with vendors, consultants, third party administrators to ensure compliant and efficient plan administration. Serve as liaison between employees and third party administrators to resolve escalated, complex service/claim issues, discrepancies, and concerns. Administer and communicate with the third-party disability administrator on disability claim issues or processes. Enter pre-disability information into the third-party administrators claim system. Coordinate with PERA regarding employees that may qualify for disability retirement benefits.	D	20%
3. Advise and counsel employees on benefit related issues in accordance with Summary Plan Descriptions and the Employee Agreement. Manage day-to-day operations of the benefits function including medical, dental, vision and life insurance, deferred compensation programs, leaves of absence and retirements with decision making authority for items impacting benefits administration. Assist employees in understanding the interplay between the District and Public Employees’ Retirement Association (PERA).	D	15%



4. Provide direction to Benefit Technician; including, provide appropriate training regarding all aspects of benefits, assign projects, maintain quality assurance, document procedures and implement new administrative processes to achieve efficiency and ensure accuracy.	D	15%
5. Maintain current and comprehensive knowledge of laws and regulations applying to the Family and Medical Leave Act (FMLA), COBRA, HIPAA, ACA and employee benefits plans. Must be able to effectively communicate these challenging laws and regulations to employees in an easily understandable manner. Provide required annual notifications to employees as required by governmental entities.	D	10%
6. Assures compliance with HIPAA laws to protect member health records and maintain confidentiality to mitigate potential liability against the district. Maintains related Business Associate Agreements as required. Provides annual training as required by governmental regulations.	D	2%
7. Attend work and arrive in a timely manner.	D	1%
8. Analyze, track, and reconcile monthly vendor reports including medical, dental, life, vision, disability, stop loss, FSA, COBRA, wellness portal, and the employee clinic. Authorize vendor payments.	M	5%
9. Assist Benefits Manager in the development of new policies, procedures, and plan design changes to increase accuracy and efficiency and for recommendation to District's Benefits Committee. Assist Benefits Manager with request for proposals, and Benefits Committee. Assist Benefits Manager with composing and updating legal summary plan documents; annual negotiations, renewal processes and ACA reporting.	M	3%
10. Develop and maintain Benefits Services internet and intranet websites. Assist in design and implementation of the online benefit enrollment system. Ensure accurate benefit systems, files, and databases are maintained. Support employee wellness programs.	Q	2%
11. Plan, create, design and distribute effective and extensive employee communications regarding all aspects of benefits including medical, dental, life, disability, leaves of absence and retirements. Develop, schedule and present all new employee orientations, as needed. Coordinate annual open enrollment including updating, distributing materials, and posting updated materials on the Benefits Services website.	A	3%
12. Determine eligibility and notify eligible participants for Classified Career Incentive Program. Conduct retirement meetings and process retirements according to District policy, PERA, and governmental regulations.	A	2%
13. Perform other duties as assigned.	Ongoing	2%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- Associate's degree or two-year college certification in Human Resources, Business or related field
- More than three years and up to and including five years of experience in Benefit Administration
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid Colorado driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service skills
- Critical thinking and problem solving skills
- Bilingual oral and written communication skills preferred



- Ability to maintain confidentiality in all aspects of the job
- Ability to work independently is a must
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse customer conflict
- Strong attention to detail and accuracy
- Knowledge of federal, state, and local laws concerning insurance coverage and benefit plans
- Knowledge of FMLA, COBRA, HIPAA, ACA and District policies as they relate to leaves of absence, leave time, and benefits
- Understanding of Public Employees' Retirement Association (PERA) rules and regulations
- Ability to effectively communicate topics in written and oral format
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Publisher, Outlook, Business Plus and/or other department software packages.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

- Responsible for training employees and planning daily work within the department.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		



WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate			X	
Interpersonal Skills			X	
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	