



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Department Technician I - Benefits-Wellness** FLSA Status: **Non-Exempt**  
 Job Family: **Support Services Administrative** Pay Range: **SS35H**  
 Prepared/Revised Date: **March 4, 2015** Job Code: **50603**

**SUMMARY:** Responsible for performing administrative and clerical support and a wide variety of functions for the Benefits Services and Wellness Departments. Provides customer service to employees regarding benefits, verifies and enrolls employees and dependents, audits benefit eligibility reports; assists with open enrollment, leaves of absences, retirements, and wellness programs. Maintains strict adherence to Health Insurance Portability and Accountability Act (HIPAA) Regulations and District policies and procedures when dealing with matters of highly personal nature.

**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  (limit of 13 of the most important tasks)	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Determine benefit eligibility and provide customer service on benefit related issues enabling proper utilization of benefit plans to third party administrators and employees, including preparing documents and providing information to new, changing and terminating employees regarding health, dental, vision, life, flexible spending accounts, and other related benefits. Approves online benefit enrollments and changes for employees based on eligibility for benefits and as outlined in the legal summary plan documents.	D	25%
2. Maintain benefit records and input eligibility data into Business Plus system which must coincide with download files from vendors to ensure proper setup in payroll. Audit reports to ensure accuracy of eligibility flags. Troubleshoot with payroll and third-party administrators as necessary.	D	15%
3. Assist with leaves of absence processing including initial receipt of application, gathering of pre-disability salary, and input in tracking system following federal and state laws relating to benefit plans and leaves of absence including the Family and Medical Leave Act (FMLA) and the Health Insurance Portability and Accountability Act (HIPAA).	D	15%
4. Assist in resolving employee claim issues related to benefit plans.	D	5%
5. Process life insurance claims, conversion forms, and beneficiary forms. Process and enter optional life insurance elections in appropriate tracking system. Coordinate evidence of insurability requirements with employee and third-party administrator.	D	2%
6. Attend work and arrive in a timely manner.	D	1%
7. Process benefit terminations and letters. Collaborate with third-party administrator for termination of benefits and the required COBRA notification.	W	8%
8. Support employee wellness programs including attending and assisting with flu shot clinics and biometric screenings.	W	5%
9. Arrange meetings for Benefits and Wellness Departments. Coordinate schedules for meetings, training, and travel. Take meeting notes for the Employee Wellness Advisory Committee, Benefits Committee, and the Wellness Advisory Council for Schools.	W	2%
10. Process employee retirements.	M	5%



11. Prepare, monitor, and reconcile Wellness Department budgets and grants. Process purchase orders and warehouse orders.	M	5%
12. Assist with reconciling monthly vendor reports including medical, dental, life, vision, disability, stop loss, COBRA and FSA reports.	M	3%
13. Assist with open enrollment process and distribution of materials.	A	3%
14. Assist with determining eligibility and notifying eligible participants for Classified Career Incentive Program.	A	1%
15. Perform other duties as assigned.	Ongoing	5%
	<b>TOTAL=</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent, plus specialized technical courses in Human Resources and Benefit Administration
- More than two years and up to and including three years of experience in benefits or related field

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skill
- 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 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 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 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
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	



**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		
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			



<b>VISION DEMANDS:</b>	<b>Required</b>
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

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	