

TITLE:	<b>Senior Employee Benefits Specialist</b>	REPORTS TO:	<b>Assigned Supervisor</b>
DEPARTMENT/SCHOOL:	<b>Risk Management</b>	CLASSIFICATION:	<b>Non-Administrative Classified Technical</b>
FAIR LABOR STANDARDS ACT CLASSIFICATION:	<b>Non-Exempt</b>	WORK YEAR: HOURS:	<b>12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned</b>
APPROVED: Board Commission		SALARY GRADE:	<b>Schedule: 56 Range: 53</b>

**BASIC FUNCTION:**

Under the direction of assigned supervisor, perform a variety of specialized and technical duties in support of employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities; serve as the lead technical resource to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures.

**REPRESENTATIVE DUTIES – Distinguishing Characteristics:**

The Senior Employee Benefits Specialist classification provides lead direction, training and guidance to other Risk Management/Benefits staff. They are the technical expert in all Benefits areas as well as specializing in retiree benefits and the processing of/and liaison with providers of district benefits providers.

The Employee Benefits Specialist is the journeyman level classification providing a variety of benefits services to all district employees.

**ESSENTIAL DUTIES:**

- Coordinate and participate in annual open enrollment events.
- Conduct new employee benefit orientations and retiree planning seminars.
- Assist department Manager with budget development, creating purchase orders and processing budget transfers.
- Attend various assigned meetings and conferences; participate on assigned committees; develop agendas.
- Communicate benefit options to employees, facilitating informational meetings and creating educational materials.
- Enroll new hires in benefits plans and review employee's status changes to determine applicable benefits eligibility and premiums.
- Participate in drafting annual rate sheets and ensuring rates are updated in the system.
- Processes monthly payment and reconciliation of invoices for accuracy and timely payments to vendor partners.
- Performs monthly updates and reconciliations of employee benefits changes in the system to insure timely and accurate processing for payroll deductions.
- Primary contact for with third party administrators to insure timely and accurate implementation of benefits, eligibility and regulatory changes.
- Developing and implementing processes and procedures to improve benefits delivery, maintenance and tracking systems.
- Compile information, prepare and maintain a variety of records and reports related to employee benefits information, census data, rates, retirements, terminations, insurance plans, contracts, payments, financial activity, including complex statically and accounting reports.

- Coordinate with other departments to ensure timely, accurate implementation of benefits programs and charges, system data and compliance with regulations.
- Provide oversight of benefits office operations when Risk Manager is not available.
- Prepare correspondence to employees, carriers and vendors.
- Process personnel requisitions spreadsheets according to established procedures; enter data related to new hires, leaves of absence, COBRA and other pertinent data.
- Provide lead direction and oversight to Benefits Specialists.
- Research and analyze existing and proposed benefits programs and coverages.
- Serve as a technical resource to personnel concerning employee benefits and eligibility information.
- Work with department Manager to maintain and ensure the accuracy of the benefits website.

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