



Job Title:	Benefits Specialist	Wage/Hour Status:	Non-Exempt
Reports To:	Director of Payroll & Benefits	Pay Grade:	Para-Professional Clerical Pay Group 5
Dept. /School:	Administration Building	Date Revised:	10/19/2018

Primary Purpose:

Coordinate the employee benefits program for the district. Maintain records and provide assistance to employees to ensure effective use of benefits. Implement district's Family Medical Leave Program/Workers' Compensation Program according to establish policies, rules, and regulations. Process and provide timely notification and communication to employees, supervisors and insurance carrier regarding FMLA request and workers' comp claims.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of administration of employee benefits and leave programs and applicable laws
Ability to interpret and disseminate insurance and benefits information to individuals and groups
Effective communication and interpersonal skills
Proficiency in typing, keyboarding, and file maintenance
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
Strong detail, organization, communication, and interpersonal skills.

Experience:

Three years of experience in benefits administration, insurance administration, or other related field preferred

Major Responsibilities and Duties:

Benefits Administration

1. Administer employee benefit programs such as group health insurance, dental, life, and medical reimbursement.
2. Handle employee benefit inquiries and complaints to ensure quick, equitable, and courteous resolution. Act as liaison between employees and insurance carrier's claims office and resolve administrative problems with insurance carrier representatives.
3. Assist in providing timely notice to employees under the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA) and Health Insurance Portability and Accountability Act (HIPAA), and Affordable Care Act (ACA) including issuing certificates of coverage for all medical plans for all terminated employees and dependents.
4. Conduct benefits orientation meetings and enrollment of new employees in benefit plans.

5. Assist with coordination of annual open enrollment process, including making group presentations and preparing, distributing, and receiving materials and forms.

Records, Reports, and Correspondence

6. Maintain physical and computerized benefits related records relative to premiums and cost and assist with required data entry and preparation of reports.
7. Maintain and distribute insurance forms and supplies to campuses and other district buildings.

FMLA

8. Process FML according to established guidelines including determining eligibility for various leave programs (e.g., family medical leave and temporary disability leave) and providing employees with appropriate and timely notice.
9. Counsel with employees and supervisors concerning leave benefits and provide employees with accurate information related to absences such as deductions from pay, medical certification requirements, return-to-work dates, and fitness-for-duty requirements.
10. Work cooperatively with payroll department to process and coordinate employee leaves relating to Family Medical Leave.
11. Work with campus and departmental administrative staff to process FML absence reports.
12. Assist with employee orientation program and present information on leave benefits.
13. Maintain employee FML records, including confidential medical information in accordance with federal and state laws and regulations and district policies and procedures.

Workers Comp

14. Receive and process accident reports and workers' compensation claims. File all insurance forms and Texas Department of Insurance, Workers' Compensation Division (DWC) reports including wage statements, first report injury, supplement report, and job information in a timely manner.
15. Establish and maintain contact with injured employees and provide assistance with claims and obtaining health care as appropriate.
16. Communicate with workers' compensation carriers, doctors, nurses, campuses, and health care providers to enable appropriate processing of claims.
17. Work closely with campus and department secretaries, supervisors, and administrators to facilitate reporting work-related illnesses and injuries.
18. Work with benefit specialist to ensure appropriate use and access to applicable leave and insurance benefits.
19. Assist risk manager to prepare for DWC conferences and hearings.

Other

20. Maintain confidentiality of information.
21. Other duties as assigned.

Supervisory Responsibilities: None

Equipment Used

Copier, calculator, personal computer, typewriter, printer, fax machine, and shredder.

Working Conditions

Mental Demands/Physical Demands/Environmental Factors

Work with frequent interruptions. Repetitive hand motions; prolonged use of computer.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.