

## Union Public Schools Job Description

**Position Title:** Benefits Representative  
**Department:** Human Resources  
**Reports To:** Benefits Manager

**FLSA Designation:** Non-exempt

**SUMMARY:** Assist in the maintenance and administration of employee benefit programs.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Assists with planning, implementation and administration of benefits programs for the District.
- Troubleshoots between school District and third party administrator(s) as well as outside insurance providers.
- Maintains day-to-day responsibility for FMLA paperwork and compliance and may assist with COBRA and/or ADA and HIPAA compliance.
- Receives and approves leave request forms; seeks approval at higher levels for non-routine leave requests.
- Implements modifications of existing benefit programs.
- Prepares and maintains records and other duties related to administration of various areas of the office.
- Assists with preparation of required reports to District officials, companies, state and national regulatory bodies.
- Answers and resolves employee questions regarding benefits plans.
- Assists in monitoring workers' compensation claims.
- Communicates to employees, both verbally and in written form, the specifics of benefit plans and related procedures for enrollment, claims and subsequent changes to plans.
- Participates as a trainer/speaker in benefits training.
- Covers duties when Benefit Specialist is out of the office.
- Works with various software applications, entering and retrieving data as needed.
- Works well with both supervisors and other members of the team.
- Maintains consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None.

**QUALIFICATION REQUIREMENTS:** *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, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Associate's degree or higher preferred with two (2) to four (4) years related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:** None.

**LANGUAGE SKILLS:** Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and responds to questions from groups of managers, clients, customers, and the general public.

**MATHEMATICAL SKILLS:** Ability to work with basic mathematical concepts and ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Ability to use a personal computer with database, spreadsheet and word-processing software. Ability to multi-task in environment with limited periods of uninterrupted work time. Knowledge of or ability to learn personnel legal terminology and insurance terminology. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the school community. Ability to communicate with District employees, outside vendors and others with tact and professionalism. Ability to speak clearly and concisely both in oral and written communication. Ability to maintain strictest confidentiality. Ability to perform duties with awareness of all District requirements, legal requirements, and the Board of Education.

**PHYSICAL DEMANDS:** *The physical demands described here 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.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. This person will regularly work with a computer and will spend significant amounts of time utilizing the keyboard and looking at data on a computer monitor. Employee must have hand, finger and wrist mobility sufficient to perform keyboarding motions. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee may occasionally lift up to 50 pounds, as in the case of boxes of insurance brochures or boxes of files.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.