

Job Title:	Benefits Specialist	Wage/Hour Status:	Hourly
Reports to:	Director Employee Benefits	Pay Grade:	306
Dept./School:	Human Resources	Date Revised:	April 20, 2023

Primary Purpose

Perform para-professional work in the administration of employee health benefits

Qualifications**Education/Certification**

High School Diploma/GED or higher education from an accredited institution of higher education

Special Knowledge/Skills

- Passing scores on District clerical tests
- Knowledge of administration of employee benefits programs.
- Good, independent judgment in prioritizing, planning, and executing assignments.
- Ability to interpret and disseminate insurance and benefits information to individuals and groups
- Ability to use personal computer and software for word processing
- Ability to develop spreadsheets and databases
- Proficiency in keyboarding and file maintenance
- Effective communication and interpersonal skills

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Enter payroll employee benefit deductions to include pro-rated deductions to meet payroll deadlines.
2. Maintain good customer service principles with internal and external employees.
3. Resolve employee benefit related issues.
4. Reconcile eligibility data, payroll exceptions/corrections, and audit reports.
5. Prepare correspondence to employees regarding payroll corrections.
6. Process records for-Voluntary Benefits, and health care plans.
7. Enter deductions for court orders, bankruptcies, association dues and student loans.
8. Ensure that benefit elections are consistent with changes in family status in accordance with compliance rules and regulations governing Section 125.
9. Coordinate with the District's third-party administrator for Tax Deferred Plans and enter payroll deduction as elected by employees.
10. Perform accounting or clerical duties related to employee benefits.
11. Explain benefits package and process enrollment for new district employees.
12. Perform desk audit function during annual enrollment sessions.
13. Maintain record keeping and filing system for the following leaves: Professional, Military, Hardship, Leave of Absence for Illness, Workers Compensation Accommodation, Catastrophic, and Family Medical Leave Act (FMLA).
14. Answer emails and phone calls in a timely manner.
15. Maintain adequate and updated inventory of supplies.
16. Support goals and objectives of the district.
17. Uphold and adhere to the district's safety rules, policies and procedures.
18. Maintain confidentiality regarding personnel information.
19. Assist in the promotion of Wellness Events and their execution.
20. Assist in the TRS retirement processes for the district.
21. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise work activities of assigned temporary employees.

Equipment Used

Telephone, personal computer, printer, fax machine, copier, and calculator

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Work with frequent interruptions; occasional prolonged and irregular hours; repetitive hand motions, prolonged use of computer.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

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

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Rosa Ramos at 230-2031; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.