

JOB DESCRIPTION

Job Title Assistant Director Employee Benefits
Reports to Director Employee Benefits
Dept/School Human Resources

Job Title Code 126140
Wage/Hour Status Exempt
Pay Grade 106
Date Revised January 28, 2025

Primary Purpose

Assist in the administration of personnel programs relating to employee benefits including teacher retirement, health, life, tax sheltered retirement program, IRS qualified tax saving plans, health and wellness, counseling and assistance programs, website maintenance, updating summary plan documents, payroll deductions and any other benefit program sponsored by the district. Provide guidance and directions to staff and employees. Lead the annual open enrollment cycle for benefits.

Education/Certification

- Bachelor's Degree

Special Knowledge/Skills

- Knowledge of local, state and federal laws as they may be applied to the operations of the employee benefit plans
- Knowledge of the Texas Teacher Retirement System
- Ability to maintain confidential records
- Ability to establish and maintain effective working relationships with consultants and third-party administrators, other district departments and auditors
- Ability to interpret rules and regulations and draft or review policies and procedures related to the efficient administration of programs
- Excellent organization, speaking, presentation, and interpersonal skills
- Ability to effectively communicate with multi-lingual employees regarding benefits

Experience

- Three (3) years of progressively responsible human resources management or benefits administration experience with an emphasis on employee fringe benefit programs and laws
- OR
- One (1) year combined experience in a school environment partnering with finance regarding benefits, retirement fund and tax-sheltered benefit plans

Major Responsibilities and Duties

1. Oversee reporting of financial status of Medical Plans.
2. Oversee reconciliation of the benefit eligibility databases.
3. Certify benefit payments, contribution refunds, and payment of expenses.
4. Develop and maintain financial records in conjunction with the custodian of benefit funds.
5. Maintain records of benefit payments and refunds, service credit and other information necessary for the orderly operation of the fund.
6. Manage performance and contract compliance of all benefit plans, third party administrative agreements, and inter-local agreements.
7. Monitor performance guarantees as applicable.
8. Assist with quarterly, semi-annual and annual EPISD Health Care Trust reviews to identify required design changes or related issues.
9. Assist employees/retirees with technically or administratively intricate medical, dental, vision, life, and supplemental insurance issues. Resolve service complaints, or accounting/payroll discrepancies.
10. Perform non-supervisory functions as liaison to employees, their families, or dependents and assist in processing death claims.

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11. Assist employees with TRS questions and forms.
12. Provide oversight and direction of any new Affordable Care Act Legislation, production of 1095's and responses to IRS regarding Employer Share Responsibility Payments.
13. Update and maintain policy and procedures as necessary.
14. Coordinate Health and Wellness Fair, Flu Vaccination program, and coordinate with TPA on Financial Representative Meetings and Presentations.
15. Oversee the leave management program.
16. Assist with preparation of executive summaries and other special studies.
17. Assist the Director in planning, assigning, and reviewing the work of subordinate personnel.
18. Develop cooperatively with other district staff long and short-range plans related to personnel benefits responsibilities.
19. Focus on the operation of benefits toward the accomplishment of the district's mission and attainment of district-stated goals and objectives.
20. Assist Director in preparation and management of electronic communication and websites.
21. Conduct staff training on employee benefit programs and District's policy and procedures.
22. Participate or conduct presentations to diverse employee groups regarding benefit programs.
23. Work closely with principals, administrators, nurses, and other District staff in disseminating and coordinating benefit issues at school locations.
24. Participate in professional organizations and take the initiative to provide leadership in addressing challenges facing the profession.
25. Maintain a professional level of confidentiality regarding personal health information (PHI).
26. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise Benefits personnel as assigned.

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, and prolonged use of computer.

Terms of Employment

226 days; salary to be established by 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: _____

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Date: _____

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

Employee: _____
Date: _____



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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, at 230 -2031; Section 504 inquiries regarding students may be referred to 504 Coordinator 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, al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas al oficial de 504 al, 230-2856.