



EMPLOYEE NAME: _____

Revised: 12/04; 11/12; 04/13; 12/14; 2/16; 6/18; 2/19; 8/19; 1/22; 2/22

JOB DESCRIPTION

POSITION TITLE: Lead Benefits Representative	JOB CODE: 474C
DIVISION: Human Resources	SALARY SCHEDULE: Office Clerical/Technician
DEPARTMENT: Support Services	WORKDAYS: 238
REPORTS TO: Assistant Director, Benefits	PAY GRADE: Rank VI (NC06)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Maintains working knowledge of benefit plans, Board policies and procedures pertaining to leave; counsels' employees regarding leave process and pay direct; monitors and updates HRIS accordingly; trains and serves as backup to HR Benefits and Leave Representatives.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: None
3.	Experience: 3 or more years high-level clerical experience, with some of this experience directly related in FMLA activities, employee benefits or Human Resources
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; intermediate or better skills in Excel and Word and other software; excellent customer service skills; excellent work organization and multi-tasking skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supports and communicates with all district employees, Benefit Broker, State Health Benefit Plan (SHBP), vendors, and stakeholders with information and counseling relative to leave, benefits, pay direct, Board policies and procedures; assists employees with completing appropriate forms.
3.	Calculates and enters manual adjustments for benefits deductions; prepares check requests for refunds of direct pay premiums as needed; coordinates with Payroll on negative paychecks or partial payments to determine appropriate action for deductions; maintains proper and well-organized records of all transactions.
4.	Reviews daily SHBP proof bill; verifies elected coverage on the SHBP site; calculates arrears and coordinates with Billing Specialist and Benefits Representatives to enter data into HRIS.
5.	Reviews reports/queries in HRIS to monitor leave dates, including intermittent leave, benefit deductions, and coverage effective and term dates, to ensure that information is completed accurately and in a timely manner.
6.	Monitors and uploads monthly/bi-weekly arrears files.
7.	Processes accounts receivable, remits payments, calculates benefit premiums during Open Enrollment; informs pay direct employees of changes in premiums.
8.	Communicates with Benefit Broker and other vendors regarding eligibility, claims, payment, and other issues including waiver of premium of life insurance.
9.	Ensures that leave files are prepared and processed each year for storage in District warehouse facilities; maintains logs and documentation necessary for records retrieval; processes records requests as necessary.
10.	Calculates benefit premium amounts for employees on leaves without pay; communicates premium amounts to employees; monitors for receipt of monthly payments from employees; cancels employee benefits upon non-payment per CCSD policy.
11.	Trains and serves as backup to HR Benefits and Leave Representatives.
12.	Monitors Employee Benefits email account.
13.	Performs additional duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____