



EMPLOYEE NAME: _____

Revised: 1/86; 2/86; 5/88; 9/90; 6/92; 2/93; 5/93; 11/94; 1/98; 5/01;
9/02; 9/05; 12/05; 10/07; 11/12; 5/17; 6/18; 2/19; 8/19

JOB DESCRIPTION

POSITION TITLE: Benefits Specialist, Reconciliation of State Health Benefit Plan	JOB CODE: 474B
DIVISION: Human Resources	SALARY SCHEDULE: Office Clerical/Technician
DEPARTMENT: Support Services	WORK DAYS: 238
REPORTS TO: Assistant Director, Benefits	PAY GRADE: Rank VII (NCT7)
FLSA: Non-Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Responsibilities include all the processes relating to State Health Benefit Plan; including reconciliation, file uploads, monthly billing, employee validation, and customer service.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required; Associate Degree in Accounting preferred
2.	Certification/License Required: None
3.	Experience: Minimum of five years of accounting or related benefit experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to lift computer reports and/or boxes of records weighing a maximum of 40 pounds
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.	Reconciles State Health Benefit Plan statement; processes and remits monthly payments in a timely manner.
3.	Coordinates with State Health Benefit Plan to assure employees have the benefits elected and accounted for; monitors and balances insurance payroll deductions; calculates manual adjustments for employees with no payroll deductions.
4.	Reviews Benefits Representatives' work activity regarding deductions and Family Status Changes, assisting with the State Health Benefit Plan benefit deductions for employees.
5.	Completes Census Reports.
6.	Provides superior customer service; greets visitors, determines the nature of business and refers to the appropriate colleague or department; answers questions via emails, voice mail, or in person based on knowledge of the organization and District policies and procedures.
7.	Assists with open enrollment, and other Benefits Office activities.
8.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____