



EMPLOYEE NAME: _____

Revised: 9/011; 5/05; 4/10; 2/12; 11/12; 4/15; 6/16; 8/17; 6/18; 2/19;
8/19; 12/23

JOB DESCRIPTION

POSITION TITLE: Assistant Director, Support Services (Benefits & Leaves)	JOB CODE: 473N
DIVISION: Human Resources	SALARY SCHEDULE: Professional/Supervisory
DEPARTMENT: Support Services	WORK DAYS: Annual Administrative Employees
REPORTS TO: Executive Director, Support Services	PAY GRADE: Rank B (NK02)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Plans, develops, and problem solves within the various employee benefit programs, including but not limited to life and health insurance, disability, flexible benefits, leaves; recommends new and/or improved employee benefit plans and cost-saving measures; coordinates the benefits payroll setup and all related financial accounting responsibilities for CCSD; communicates with other divisions and HR to effectively develop and maintain the CCSD employee benefits program; ensures compliance with all legal requirements of various employee benefit programs.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree or its equivalency (2 years similar work level experience = 1 year of college); a combination of experience and education may be used to meet the Bachelor Degree requirement.
2.	Certification/License Required: PHR or SPHR preferred
3.	Experience: 5 years of experience directly related to the development and administration of employee benefits programs to include insurance plans, flexible benefits, 403(b) plans, retirement, FMLA, and HIPAA; 2 years supervisory experience also required
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; extensive experience in using Microsoft Office (Word, Excel, Access, PowerPoint) and other software; MUNIS experience preferred; excellent customer service skills; excellent work organization and multi-tasking skills; leadership, financial analysis, and planning

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.	Advises in the hiring of benefits staff; hires, supervises and evaluates the Benefits Specialist, Data Analyst and Lead Leave Representatives.
3.	Communicates and works cooperatively with other divisions and the Human Resources Department to develop and maintain the CCSD employee benefits program.
4.	Manages the Flexible Benefits Plan, which includes employee insurance plans, open enrollment, monthly voucher reimbursement and counseling employees on the plans.
5.	Manages employee benefits counseling, monitors and maintains leave records and coordinates the assistance employees receive in making insurance changes outside of the Open Enrollment period due to a qualifying event.
6.	Addresses situations with extenuating circumstances related to Family and Medical Leave (FML) in accordance with the federal regulation and coordinates FML with other leaves. Manages leave approval for all types of leave; effectively communicates information related to Family Medical Leave, Short and Long-term Leave, Hardship Leave, Short and Long-term, Disability, and Catastrophic Illness Leave Bank, to the Benefits staff, administrative personnel, and employees.
7.	Evaluates all new insurance bids (dental, vision, life, supplemental life, dependent life, cancer, short-term and

	long-term disability) tax shelter annuities proposals, and any other benefit CCSD considers; provides timely and supported recommendations regarding the best offer to the Support Services Supervisor.
8.	Monitors the processes and trouble shoots problems as needed related to payroll benefit deductions that must be accounted for, balanced, and remitted to the proper entity in a timely manner to include medical, life, cancer, dental, short-term disability insurance, optional spending accounts, and the direct billing for benefits deductions not taken due to leave without pay or insufficient payroll.
9.	Interprets, coordinates, and effectively communicates all necessary changes/updates to insurance policies, open enrollment, the catastrophic illness leave bank, and leave information to District administrative personnel and employees in a timely manner.
10.	Assists the Human Resources Department, as requested, in providing insurance information to new hires in accordance with all federal, state, and local guidelines.
11.	Manages the Flexible Benefits Accounts budget for the Benefits Department.
12.	Develops and maintains a working knowledge of all Federal laws and local guidelines pertaining to employee benefits
13.	Communicates effectively with Technology Services regarding desired program changes and anticipated/detected problems with timeliness.
14.	Serves as an ex-officio member of Catastrophic Illness Leave Bank Committee.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____