



GOVERNING BOARD AGENDA ITEM
AMPHITHEATER UNIFIED SCHOOL DISTRICT NO. 10

DATE OF MEETING: January 26, 2016

TITLE: Approval of Reclassified Position – Benefits Specialist

BACKGROUND:

The District recently conducted a review of the Human Resources Specialist position within the Benefits Department. The job description was reviewed and compared to the current duties and responsibilities of the position.

To ensure accurate representation and classification, the position was retitled and reclassified to reflect the current responsibilities and functions of the position. Attached is the revised job description.

Although a revised job description was needed, a salary modification was not warranted. The nature and complexity of the position remained essentially the same and therefore did not require a change in compensation. Consequently, the District will not incur a monetary expense increase.

RECOMMENDATION:

It is the recommendation of the administration that the Human Resources Specialist position within the Benefits Department be retitled and reclassified as Benefits Specialist with no change in rate of compensation.

INITIATED BY:

Todd A. Jaeger, Associate to the Superintendent

Date: January 15, 2016

Patrick Nelson, Superintendent

Job Code 03F
Range I
Revised: 12/2015

BENEFITS SPECIALIST

QUALIFICATIONS

A. REQUIRED

- Associate's degree or two years of college coursework in business, human resources or equivalent. Three years of progressive administrative or human resources support work may substitute for the degree
- One year of work experience in administrative support positions, including progressive human resources or benefits experience
- Demonstrated knowledge of word processing, database, presentation and spreadsheet applications

B. DESIRED

- Previous experience in benefits administration
- Bilingual/Spanish speaking
- Knowledge of benefit plans and applicable laws

SUMMARY

Serves as liaison with employees and benefit providers. Serves as District expert regarding benefit plans, leaves of absence, and assisting employees with information and options. Performs work of a confidential, varied and moderately complex nature to assist employees and insurance providers.

Reports to: District Benefits Manager

ESSENTIAL FUNCTIONS

- Processes leaves of absence including following applicable laws, leave options, interaction with disability options, use of paid leave time and impact on insurance eligibility
- Conducts new employee/newly eligible benefit orientations to explain options, policies, open enrollments, procedures, and related information pertaining to the District
- Provides guidance to Administrative Assistants, Principals and Managers on leaves of absences, open enrollment, and wellness initiatives
- Develops and maintains strong partnerships with schools and departments for a broad range of issues regarding employee benefits
- Calculates benefit deductions, amounts owed when employees are not paid, and enters all benefit deductions into the payroll system
- Provides leave of absence information to Finance and interacts with Finance on benefit deduction issues on a daily basis
- Enters and updates all employee, dependent and benefit information into the benefits enrollment system
- Assists with issuing ID badges and maintaining the badge system
- Creates, updates and modifies the presentations for benefit orientations and open enrollment
- Coordinates all wellness activities including creating the communication pieces, follow up with the site wellness contacts, running the wellness campaigns and interaction with the wellness providers

ESSENTIAL FUNCTIONS (continued):

- Assists employees with questions, concerns and issues on using their benefits
- Liaisons with benefits providers and benefit consultant to assist employees, when necessary
- Assists with reconciliation of benefit provider invoices
- Acts as a department liaison between the District, its employees and all benefit providers
- Generates correspondence with regard to leaves of absences, benefit eligibility and insurance deductions
- Creates and/or processes personnel actions around leaves of absences, benefit eligibility, including those that are federally mandated such as FMLA, ACA, COBRA, and ADA requirements
- Maintains benefits database information for employees
- Calculate and input benefit deductions to meet established schedules
- Communicates and builds strong working relationships with vendors
- Promotes and supports District-wide educational advancement in 21st Century Skills
- Integrates knowledge and skills that are relevant to the 21st Century
- Performs related duties as required

MENTAL AND PHYSICAL REQUIREMENTS

- Ability to concentrate for extended periods of time
- Ability to remain seated for extended periods of time
- Ability to occasionally lift up to 20 pounds
- Ability to multi-task in an office setting
- Ability to calculate
- Ability to evaluate written materials
- Ability to see and hear within a normal range, with or without reasonable accommodations
- Ability to prioritize and organize
- Ability to exercise judgment in accordance with established procedures
- Ability to read and clearly communicate orally and in writing
- Ability to understand and carry out complicated written and oral instructions
- Ability to apply strong statistical and analytical skills for documents and data
- Ability to meet deadlines
- Ability to communicate with district personnel at all levels
- Ability to work alone and as part of a team
- Ability to answer difficult client questions
- Ability to perform tasks requiring manual dexterity