



Human Resources Benefits Specialist

Assist the Director of Human Resources in providing services to the school division by coordinating the administration of various employee benefit and leave programs; and advise applicants and employees of processes and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Coordinate administration of benefit plans to include health, dental, and vision insurances, flexible spending plans, COBRA and other benefit plans in accordance with plan guidelines and HIPAA regulations; determine eligibility for enrollment/changes according to IRS tax laws
- Assist employees in resolving questionable insurance claims; communicate with insurance claims representatives regarding resolution of claims issues
- Review all vendor billings related to benefit plans; verify accuracy of enrollment data and appropriateness of charges; interact with vendors and/or third party administrators to resolve billing issues
- Assist the Director of Human Resources with the open enrollment process; develop open enrollment materials based on plan guidelines to include distribution of materials to all employees, retirees, and COBRA participants; develop presentation materials for open enrollment meetings
- Counsel employees regarding retirement; process Virginia Retirement System (VRS) forms; advise administration regarding VRS policies.
- Administer Family Medical Leave (FML) policies and procedures; determine employee eligibility; track absences; communicate leaves of absence to administrator and payroll office.
- Coordinate workers compensation benefits; report all on-the-job injuries to workers compensation insurance carrier; communicate with injured employees regarding work status and payment of claims; track absences and coordinate with FMLA and ADA; OSHA reporting; maintain current panel of physicians
- Advise school division employees regarding School Board policies.
- Track and maintain various databases, spreadsheets, and reports pertaining to benefit plans, personnel, leaves of absence, retirement, COBRA and other programs.
- Maintain high level of confidentiality in matters pertaining to the Superintendent's Office and school division personnel.
- Coordinate special projects for the Director of Human Resources.
- Maintain knowledge of current federal and state laws as they pertain to benefits and employment.
- Ability to maintain confidentiality due to access to highly sensitive information.

- Other duties as assigned

QUALIFICATIONS:

Candidate must have an associates degree or 3-5 years experience in human resources field. Combination of education and experience equivalent to graduation from an accredited community college with major course work in human resources management, with experience involving benefits coordination. Human Resources certification required through Society of Human Resources Management (SHRM) or candidate must be willing to obtain within one year of employment.

TERMS OF EMPLOYMENT:

260 day contract, 8 hours per day, Clerical III salary scale