

PUTNAM COUNTY SCHOOL DISTRICT

Job Description

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| Job Title: | Other Fiscal Personnel | Job Code: 75034 |
| Job Classification: | 18 Service Workers | EEO Line: 44 |
| Job Class Category: | F Educational Support Personnel | Job Description Supplement Code: 6 |
| Reports to: | Director, Business & Finance | Salary Locator: Classified Schedule |

PCSD position that falls under this description is Employee Benefits Specialist

SUMMARY:

To ensure the administration of the various insurance benefits are performed promptly, accurately and efficiently in accordance with District policies, procedures and schedules.

QUALIFICATIONS:

- 1) High School Diploma or equivalent
- 2) Two (2) or more years of college training
- 3) Two (2) or more years of office/clerical experience, preferably in benefits administration
- 4) Two (2) years' experience in a public school system preferred
- 5) Proficient in the use of calculators and computers
- 6) Satisfactory criminal background check

*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES: To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies, financial reports and procedure manuals
- (2) Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (3) To perform this job successfully, an individual should have knowledge of current Financial Management and Human Resources leave system and Skyward inventory system (if applicable).
- (4) Ability to perform specialized office work, requiring a high degree of proficiency, in connection with the administration of the various insurance benefits programs for District employees
- (5) Ability to enter data efficiently
- (6) Ability to work independently
- (7) Ability to establish and maintain an effective working relationship with coworkers, officials, employees and providers
- (8) Ability to express ideas clearly and concisely, orally and in writing
- (9) Ability to comprehend and interpret Florida Statutes, State Board Regulations, School Board Policies, State Retirement rules, and COBRA Compliance Regulations

REPORTS TO: Director, Business & Finance

PERFORMANCE RESPONSIBILITIES:

- (1) Present insurance benefits to new employees.
- (2) Process employee enrollments, changes and terminations in the various benefit plans.
- (3) Input payroll deductions for insurance benefits.
- (4) Assist employees in the utilization of their benefits.
- (5) Act as contact for those who have questions regarding the District's insurance programs.
- (6) Reconcile monthly statements for the District's group health, life and supplemental insurance plans.
- (7) Process checks received and write checks, when applicable.
- (8) Process monthly health and life insurance billings for payment.
- (9) Verify and process supplemental disability and indemnity claims for payment, each pay period. (Plan III & Plan IV)
- (10) Process all COBRA events and applications and do so within COBRA compliance laws.
- (11) Schedule and attend District Insurance Committee Meetings; record and prepare minutes for each meeting.
- (12) Schedule annual Cafeteria Plus enrollment and key all new elections.
- (13) Complete applicable paperwork required for processing claims for beneficiaries of deceased

- employee/retirees and issue check(s) received from insurance company.
- (14) Act as liaison between different agencies, including attorneys, (FRS, HRS, AFA, BCBSF, M of O, etc.) regarding employees' deductions and benefit coverage's.
 - (15) Assemble and maintain insurance packets. Keep ample supply of applications, claim forms, etc.
 - (16) Maintain files (renewal contracts, correspondence, applications, billings, and receipts).
 - (17) Receive monies from employees on leave and retirees.
 - (18) Handle retiree health and life insurance benefits. Maintain contact with Florida Retirement regarding those retirees who have elected to have their health insurance premium deducted from their FRS check.
 - (19) Receive monies from FRS and individual retirees each month. Reconcile monthly.
 - (20) Annually verify FRS 1099 statement for retirees' health insurance premiums.
 - (21) Type correspondence and reports. Enter and retrieve data using computer. Handle walk-ins and field telephone calls.
 - (22) Perform other duties as assigned by Administration.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

BOARD APPROVAL:

Adopted: June 3, 2014