



BENEFITS - SPECIALIST

SUMMARY/SCOPE/GOAL

Maintain accurate records of employee enrollment in benefits programs. Resolve problems and assist employees with benefit related issues in an efficient and timely manner.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High school diploma or equivalent required.
- Three (3) years of experience in employee benefits processing or the insurance agency.
- Three (3) years of experience with a computer-based records management system.

PREFERRED/DESIRED:

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florid driver's license.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Provide information and explain benefits programs such as health, dental, life, disability, and vision plans to employees and dependents.
2. Investigate and resolve questions regarding delivery and payment for services by contacting health care professionals and other service providers, benefit plan providers and employees.
3. Verify and complete benefits enrollment data.
4. Reconcile invoices and reports from plan providers to verify accuracy and resolve differences.
5. Enter benefits-related data in computerized information system.
6. Maintain files of enrollment forms and other documentation on all active and retired employees.
7. Provide enrollment information and payment to benefit plan providers and other plan administrators.
8. Calculate amount of employee's paycheck deductions for benefits, submit to payroll and resolve discrepancies.
9. Produce reports of benefit enrollment, benefit deductions and plan participation, as required.
10. Process benefits information for new hires, terminations, status changes, leaves, and reimbursement accounts.
11. Perform other incidental tasks or services consistent with the job goal of this position.

OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of all levels of insurance coverage, claim handling and insurance accounting. Knowledge of PC-based applications and projects. Ability to exercise independent judgment and use of acquired knowledge of employee benefits. Knowledge of rules and regulations controlling employee benefits programs. Ability to prepare complete and accurate reports; keep complex records to assemble and organize data and to prepare reports from such records; express oneself clearly and concisely orally and in writing. Ability to operate standard office machines and computer, printer, and software in a Windows environment.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(S) SEDENTARY WORK

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

BENEFITS - SPECIALIST

TRAVEL:

Travel between sites rarely. Travel out of county rarely.

FOR HR USE ONLY:

DIVISION:	Human Resources	DEPARTMENT:	Employee Benefits and Risk Management
TITLE CODE:	L3450	CONTENT BY:	Deputy Superintendent/CHRO
GRADE:	7	COMPENSATION:	Human Resources
UNIT:	NB (Non-Exempt)	LABOR RELATIONS:	Karyle Green, Ed.D.
LAST BOARD APVD:	07/2001	CLASSIFICATION:	Beth Thedy, Ed.D.
SCHEDULE:	8 Hrs. – 12 Mos.		

REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	5/8/1999	Developed	Director, Employee Benefits & Special Programs
1.1	6/12/2001	Revised	
1.2	12/1/2020	Revised: New Format	Human Resources
1.3	1/13/2022	Remove special diploma, update physical requirements to ADA format, add schedule	Ellie Kelly – Human Resources

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.