

**Enterprise Elementary School District
Job Description**

Job Title: Benefits Specialist (Confidential Position)
Department: Human Resource
Reports To: Assistant Director of Human Resources or designee
Range: Confidential Salary Schedule – Range F
Prepared By: Assistant Director of Human Resources
Prepared Date: June 10, 2014
Approved By: Board of Education
Approved Date: August 6, 2014

SUMMARY: Under the direct supervision of the Assistant Director of Human Resources or designee, performs highly complex and responsible executive secretarial and administrative services in the areas of benefits, workers' compensation, return to work, safety committee/incentive implementation, and provide administrative support for the Human Resources Department. Duties require access to and possession of information pertaining to employer/employee relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Build and maintain positive relationships with other public officials, school employees, parents and students using effective verbal/non-verbal skills
- Work with others as a team in a fast paced environment
- Effectively use conflict resolution skills
- Effectively communicate problems that arise to supervisor
- Maintain a high level of confidentiality
- Review and interpret highly confidential information; analyze situations to define issues and draw conclusions
- Perform data collection and entry for the human resources department into CalPads or other databases as required
- Assist with certificated tracking and credential monitoring
- Provide support for the implementation of the District's Safety Committee and Incentive Program
- Provide workers' compensation insurance carrier with required forms within required timelines, track work status reports, coordinate and may be asked to facilitate interactive/return to work meetings and draft related correspondence
- Provide tracking of District leave programs (e.g. Industrial Illness/Accident Leave, FMLA, CFRA and PDL programs)
- Communicate with the District Payroll Specialist regarding employee benefit plan enrollment/changes, leaves, participation in the return to work programs and other related items that may affect employee pay or leave balances
- Coordinate employee benefit programs in compliance with carrier contracts (e.g. enrolling new employees, explaining benefit options, mediating benefit eligibility and payment issues, open enrollment, etc.) for the purpose of providing maximum coverage to employees within contract specifications
- Assist personnel, beneficiaries and/or insurance providers for the purpose of eligibility verification and conveying information
- Communicate with district administrators, bargaining units, employees and insurance carriers for the purpose of distributing of information and providing benefit expertise
- Coordinate activities (e.g. health benefits committee, health fair, open enrollment materials/communications, etc.) for the purpose of delivering services in compliance with District, state and federal requirements
- Participate in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions
- Provide direct support for negotiations with all employment groups

- Keep current on state and federal mandates relating to Human Resources
- Prepare statistical data and reports
- Process purchase orders
- Maintain efficient files for the Human Resources Department;
- Schedule and coordinate appointments and makes travel arrangements
- Perform research, analysis, drafts, and report preparation in response to specific requests
- Maintain close relations and liaison with other departments and school site personnel while sustaining District's integrity and security
- Maintain a high level of public image in all contacts
- Supervise work of other clerical personnel, when required
- Perform other duties which reasonably relate to this position

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associate's degree (A.A.) desired or equivalent from two-year college or business school, or equivalent, and five (5) years of increasingly responsible secretarial/administrative assistant experience; experience and knowledge of basic personnel principles and management is preferable.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures, or government regulations; Ability to write reports, business correspondence and procedure manuals; Ability to effectively present information and respond to questions from groups of administrators, staff, parents, and the general public.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid California Driver's License

MATHEMATICAL SKILLS: Add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

REASONING ABILITY: Define problems, collect data, establish facts, and draw valid conclusions. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Communicate effectively, both orally and in writing, using clear, standard English.

UNIQUE REQUIREMENTS: This position requires a flexible schedule. It is a 40-hour per week assignment, but the hours of the assignment will vary depending on the requirements of meeting schedules for any given week.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear, use hands to manipulate, handle, or feel objects, tools, or controls; reach with hands and arms;. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

HAZARDS: Potential for contact with dissatisfied or abusive individuals.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.



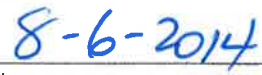
Superintendent



Date



Board Approval (Clerk)



Date