



Job Title: Benefits Specialist

Exemption Status/Test: Exempt

Reports to: Payroll and Benefits Administrator

Date Revised: June 2017

Dept. /School: Payroll and Benefits

Primary Purpose:

To assist in the management of an employee benefits program that is both cost and care effective to the participants. To assist in alleviating and solving insured/insurer problems.

Qualifications:

Education/Certification:

Degree preferred

Experience:

Five to eight (5-8) years with a major insurance agency

Special Knowledge/Skills:

Proficient use of MS Office and GUSD software applications

Oracle training and network environment knowledge

Strong interpersonal and organizational skills

Knowledge of employee benefits computer applications

Ability to handle confidential and sensitive information with good judgement

Ability to manage heavy workload with attention to detail in a fast-paced office while meeting critical deadlines

Major Responsibilities and Duties:

1. Manage annual enrollment period.
2. Responsible for the preparation and distribution of annual enrollment materials.
3. Process insurance forms for all monthly employees within payroll deadlines.
4. Reconcile monthly benefit premium payments.
5. Assist in resolving claims issues with all vendors.
6. Answer employee questions regarding all coverages.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting
Motion: Prolonged data entry; grasping/squeezing to sort for filing
Lifting: Occasional moderate lifting (15-30 pounds)
Environment: Work in a high volume, fast paced office environment; frequent multi-tasking
Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.