



Job Description

Job Title:	Benefits Specialist	Grade:	J
Department:	Human Resources	FLSA:	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Performs clerical and administrative tasks relating the College's process for Benefits and Worker's Compensation. Assists employees with benefit processes and ensures compliance with state and federal regulations.

Characteristic Duties and Responsibilities:

1. Assists employees with benefit inquiries via phone/office. Also researches and resolves coverage issues for employees. Educate employees on legislative updates that may impact benefit coverage.
2. Conducts bi-monthly Benefits orientation.
3. Processes benefit changes, updates and terminations in a timely manner. Also updates address changes in Datatel and various benefit vendors.
4. Resolves benefit discrepancies with vendors and payroll.
5. Coordinates and tracks Annual Enrollment. Coordinates Annual Benefits Fair for the college
6. Assists the Executive Director of Compensation and Benefits in vendor selection process
7. Manages the workers' compensation process: collecting required paperwork, filing claims, communicate with employees care providers and insurance carrier; and assist with resolution of issues and claims settlements.
8. Assists employees by processing benefits transactions in the system.
9. Ensures dependent information is loaded for all full-time employees for 1095 ACA reporting.
10. Ensures benefit coverage is accurately reflected on the 1095c for ACA reporting.
11. Processes name and address changes for full-time employees; communicates changes to benefit vendors.
12. Enters retirement account numbers.
13. Prepares benefits packets for new employee orientation. Maintains inventory of benefit forms and supplies.
14. Assists with special projects as requested including but not limited to audit of personnel records, benefits statements, and retirement statements.
15. Maintains list of retirees.
16. Makes presentations to employees for training purpose as requested.
17. Serves as back up Leaves Specialist with FMLA/Disability.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. Revised July 2016



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Reporting Relationships:

Direction Received: Reports to Executive Director Compensation and Benefits
Direction Given: No supervisor or responsibility given for the direction of others

Minimum Requirements:

Associate's Degree from a regionally accredited institution in Human Resources or related with two years' experience; Or 5 years work experience and training in Human Resources. Excellent computer and data entry skills, proficiency in MS office, high degree of confidentiality, and experience with HRIS systems required.

Preferred Qualifications:

Knowledge of state and federal laws regarding employee benefits

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of employee benefits programs, such as health insurance and retirement savings programs

Working knowledge of workers compensation laws

Ability to build rapport and gain trusts from employees

Ability to communicate, written and verbally, with all employees

Ability to make presentations to a group

Good mathematical skills and attention to details

Working Conditions:

Typical office environment