



Columbia County School District Job Description

Position Title: Human Resources Specialist I - Benefits		
Department: Human Resources	Evaluation Instrument: Performance will be evaluated annually by the Chief Human Resources Officer in accordance with Policy GBI – Evaluation of Personnel.	
Pay Grade: General Services Salary Schedule, Grade K	Pay Type: Non-Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Chief Human Resources Officer		

MINIMUM QUALIFICATIONS

Education: Bachelor of Business Administration in Human Resources, Management or Business preferred

Experience: Minimum of three years' experience in the public or private sector dealing with employee benefits programs

Essential Knowledge/Skills: Knowledge of IRS regulations for 403(b), 457(b), and cafeteria plans. Familiar with insurance and financial plans and programs. Ability to establish and maintain relationships with employees and benefit carriers. Excellent communication skills. The physical activity of this position requires: Fingering, talking and hearing. The physical requirement of this position is sedentary work; Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. 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. The employee is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts distances close to the eyes. The employee is subject to inside environmental conditions: Protection from weather conditions but not necessarily from temperature changes.

GOAL

Assist Benefits Specialist with providing prudent and best practice policies, procedures and information to employees on the benefits plans and administration offered by the Columbia County School District. Serve on the Benefit Committee and evaluate plans offered to employees.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Assist with the annual communication/presentation FY benefits offerings during annual open enrollment to all employees
- Must know all benefits offerings thoroughly and how to maximize offerings to be best utilized to effectively meet the needs of each individual employee when asked
- Answer benefits questions. Inform employees of deadlines regarding signing up for benefits
- Survey employees to get feedback on effectiveness of benefit offerings
- Develop procedures to communicate, distribute and assist employees with understanding all benefit options
- Serve as liaison for district when employee experiences difficulty with benefits vendor
- Remain current on changing Federal and State regulations and legislation that may affect employee benefits as well as effect on the department
- Primary POC for annual ACA reporting, (1094/1095)
- Serve as secondary POC for planning and coordinating district's annual employee retirement banquet
- Process all short-term disability claims
- Process all COBRA and LWOP paperwork
- Manage Doc-E-Fil forms

- Assist with month-end benefits reconciliation
- Must have excellent oral and written communication skills
- Additional duties as prescribed by the Chief Human Resources Officer

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: January 2018