



**BAY DISTRICT SCHOOLS  
DEPARTMENT OF HUMAN RESOURCES  
JOB DESCRIPTION**

**TITLE: BENEFITS SPECIALIST – DISTRICT OFFICE**

**QUALIFICATIONS:**

1. Graduation from a standard high school or equivalent.
2. Five years successful work experience with knowledge of policies, regulations and negotiated agreements pertaining to employee benefit programs.
3. Ability to operate computer, calculator and working knowledge of applicable software programs.
4. Ability to work with fellow employees and the general public in a professional manner.

**PHYSICAL REQUIREMENTS:** Light work: Ability to sit and/or stand for long periods of time, climb, reach, bend, stoop, and kneel.

- *Light Work: Exerting up to 25 pounds of force occasionally and/or up to 15 pounds of force as frequently as needed to move objects.*
- *Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.*
- *Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.*

**REPORTS TO:** As assigned by Bay District Organizational Structure.

**SUPERVISES:** As assigned by Bay District Organizational Structure.

**PERFORMANCE RESPONSIBILITIES:**

1. Performs a variety of functions regarding employee benefit programs including providing explanations of program orientation, benefit enrollment, claim processing and other related matters.
2. Assists eligible individuals in the preparation of on-line or paper enrollment applications and in the completion of other employee benefit materials.
3. Reviews benefit documents for accuracy and completeness, and forward the material to the appropriate carriers.
4. Establishes and maintains files and records pertaining to employee program participation.
5. Serves as a liaison to insurance carriers regarding claim problems, issues and concerns confronting employee participants.
6. Prepares correspondence and memoranda for supervisor's review and editing pertaining to various employee benefits related problems, issues and concerns.
7. Coordinates the required COBRA notifications to new hires, terminated employees and/or non-qualified dependents.
8. Assists in the development and distribution of the annual Insurance Bulletin at the beginning of each plan year.
9. Schedules and performs benefit exit conference meetings with retirees.
10. Provides assistance as necessary to those individuals in the Risk Management Department with various duties involving insurance/benefit issues.
11. Performs other related duties as assigned.

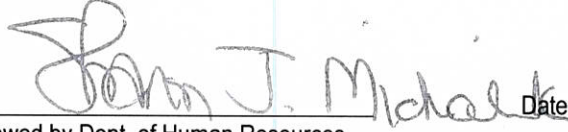
**TERMS OF EMPLOYMENT:**

1. Successful completion of State and Federal Background check is required for employment.
2. 12 months. Paygrade as established by the School Board in current Salary Schedule.

**EVALUATION:**

Performance evaluated annually in accordance with School Board policy.

**APPROVAL**



**JAN 13 2015**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by Dept. of Human Resources

Adopted by Bay District School Board

**Bay District Schools is an Equal Opportunity Employer**