

SECTION I: GENERAL INFORMATION

Classification Title: HR Benefits Specialist	Department: Human Resources	Unit: Unaffiliated
Immediate Supervisor: Director of Human Resources	Grade Placement:	FLSA Status: Non-Exempt
<p>Job Summary:</p> <p>Under the direction of the Director of Human Resources, the HR Benefits Specialist is responsible for coordinating and maintaining all aspects of employee, retiree and post employment benefits including medical, dental, life, LTD, flexible spending accounts, 403b, HCSP and EAP provisions.</p> <p>Essential duties outlined below are intended as “representative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification. A classification description, unlike job description or position description, is designed to capture the general expectations, complexity level, and nature of work of any position that may be allocated to this classification.</p>		

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<ol style="list-style-type: none"> 1. Administers established employee, post employment and retiree benefit programs including life, LTD, medical, dental, flexible spending accounts, 403b, HCSP and EAP. 2. Maintains payroll records pertaining to benefit information. Prepares and monitors monthly insurance billings for accuracy and timely payment. Resolves errors and discrepancies. 3. Monitors and maintains data reporting for compliance. 4. Coordinates and organizes materials for open enrollment and communications to employees and retirees regarding benefit plan updates and/or changes. 5. Collaborates with the Communications Department to generate communication materials for the web site, email and other communication tools. 6. Creates and assembles data requests for proposals and/or audits. 7. Provides information to the Insurance Advisory Committee or representatives. Manages and coordinates the wellness committee and various wellness events/projects. 8. Processes volunteer background checks and maintains the volunteer database. 9. Performs other duties of a comparable level or type, as required. <ul style="list-style-type: none"> • Keeps abreast of changing developments, trends, and technologies within the field. • Attends training sessions, workshops or in-services.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:				
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
less than high school diploma		Associate’s Degree		
High school diploma or GED.		Major field of study or degree emphasis: Human Resources, Personnel Management, Industrial Relations, or closely related field		
1 year college	x			2 years college
3 years college				4 years college
1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:		
2nd year graduate level				
<ul style="list-style-type: none"> • Basic understanding of human resources functions, programs and activities. • Basic understanding of data privacy requirements, COBRA, FMLA, HIPPA, ACA or other laws and rules pertaining to job assignments. • Knowledge of bargaining agreement terms and conditions pertaining to salaries, benefits, or other provisions related to job assignments. • Knowledge of benefit programs, features, provisions and open enrollment requirements and activities. • General office and general administrative procedures and operational requirements. • Knowledge of business productivity applications and district specialized applications/software. • Knowledge of basic record retention, record/file/database maintenance requirements and operations in the posting and maintenance of HR, benefit and/or employee information. 				
Required Work Experience in Addition to Formal Education/Training: Minimum of 3 years related HR experience particularly in the area of benefits.				
LICENSE/ CERTIFICATION		Identify licenses/certification required: Valid MN driver’s license.		
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in:		
<ul style="list-style-type: none"> • Customer service, communication and human relation skills in assisting, dealing with informational requests, questions or concerns of staff, managers, insurance providers or public concerning insurances, contract provisions, or other related insurance questions or issues. • Applying and following human resource and recording keeping operations and procedures in the maintenance of insurance information and employee accounts/records. • Compiling, reconciling, auditing, and calculating insurance data using basic math skills needed to add, subtract, multiple and divide units of measure using whole numbers, fractions and/or decimals. Ability to calculate ratios, percentages, percentiles, averages or other descriptive statistics. • Compiling, assembling, verifying and preparing state reports, management reports, salary reports, costing summaries or other reports and documents pertaining to insurances. • Using and operating computers and applying office productivity software such as word processing, spreadsheet, database or customized software utilized by the department for 				



- the maintenance of employee/personnel/insurance records/accounts/files.
- Administrative and support skills in updating and maintaining insurance/personnel files and records.
- Performing work assignments requiring attention to detail, precision and accuracy.
- Performing assigned functions with minimal direction in accordance to law.

PHYSICAL JOB REQUIREMENTS: (Indicate according to essential duties/responsibilities)

Physical Activities	Amount of Time Spent				Lifting/Forcing Exerting	Amount of Time Spent			
	None	1/3 Less	1/3 to 2/3	Over 2/3		None	1/3 Less	1/3 to 2/3	Over 2/3
Stand		x			Up to 10 lbs			x	
Walk		x			Up to 25 lbs	x			
Sit				x	Up to 50 lbs	x			
Use hands to finger, handle or feel				x	Up to 100 lbs	x			
Reach with hands and arms			x		Over 100 lbs	x			
Climb or balance	x								
Stoop, kneel, crouch or crawl	x								
Talk or hear				x					
Taste or smell	x								

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:

Exerting up to 10 pounds of force frequently and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

HAZARDOUS WORKING CONDITIONS

Unusual or hazardous working conditions related to performance of duties:
Work is performed under normal office conditions and there are minimal environmental risks or disagreeable conditions associated with the work.

SECTION IV: DISTRICT MISSION AND CORE VALUES

OUR MISSION	<i>Our mission is to equip all students with the knowledge and skills to empower them to achieve their dreams and full potential while becoming responsible citizens in a dynamic world</i>
CORE VALUES	<p>We believe that:</p> <ul style="list-style-type: none"> • Trust and respect are fundamental for thriving relationships. • Our community flourishes when individuals, families and organizations collaborate. • Every person matters and has value. • Responsibility and accountability are essential for personal growth, organizational improvement and community engagement. • Commitment to high expectations is essential to help achieve full individual and collective potential.
MISSION OUTCOMES	<p>By 2020, all students will...</p> <ul style="list-style-type: none"> • Develop a personalized education path they can articulate and use to progress toward their evolving dreams. • Identify and choose positive ways they can take active ownership in their community while recognizing its diversity.
STRATEGIES	<p>We will...</p> <ul style="list-style-type: none"> • Ensure that every employee understands, supports and promotes our core values and mission. • Build trust and facilitate engagement with all ISD 15 stakeholders. • Align and support all educational programs and services to achieve our mission and mission outcomes.
STRATEGIC DELIMITERS	<p>We will NOT...</p> <ul style="list-style-type: none"> • Continue or adopt any program or service unless it is aligned with and advances the mission and is accompanied by the necessary human and financial resources • Make decisions without the use of relevant data provided by the appropriate personnel. • Allow past experiences to interfere with the consideration of new ideas.

SECTION V: CLASSIFICATION HISTORY AND APPROVAL

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Created classification description 6/2016 BCC