

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST III, Benefits

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Two (2) years of experience in employee benefits processing or in the insurance industry preferred.
- Knowledge of computer applications as related to specific job functions, computer data entry experience preferred.

KNOWLEDGE, SKILLS, ABILITIES

- Proficient in word processing, spreadsheets, and databases, including the ability to use the internet and application software.
- Exceptional organizational skills including maintaining accurate files and employee records.
- Ability to exercise sound judgement under stress and when handling sensitive or confidential information.
- Ability to provide verbal and written communication skills that are positive, effective, and customer friendly.
- Ability to work on a team or individually while maintaining an open mind to different ideas and suggestions.
- Effective communication skills to explain information to employees about their benefits.
- Exceptional attention to detail and organizational skills, strong interpersonal skills with the ability to communicate with a wide variety of audiences.

SUPERVISION

REPORTS TO Coordinator, Human Resources
SUPERVISES Assigned Personnel or No Supervisory Duties

POSITION GOAL

To assist in the daily administration of the District's Employee Benefit Program

PERFORMANCE RESPONSIBILITIES

1. *Maintain files of enrollment forms and other documentation on all active and retired employees.
2. *Process benefits information for new hires, terminations, status changes, leaves, beneficiary changes, and reimbursements accounts.
3. *Verify and complete benefit enrollment data and send employees reminders of deadlines for benefit elections.
4. *Assist with the annual enrollment process.
5. *Assist in all employee benefit programs, such as medical, dental, vision, life insurance, accident and critical illness, disability, COBRA, flexible spending programs, health savings account, health reimbursement accounts, and tax shelter annuity accounts.
6. *Researches and resolves employee benefits issues and inquiries in a timely, equitable, and courteous manner. Works with employee benefits service-providers to address questions and concerns.
7. *Serves as a liaison between the employee benefits department and other departments.
8. *Coordinate workflow and procedures between employee benefits department and other departments.
9. *Keep supervisor informed of potential problems or unusual events
10. *Prepare, calculate, and key refunds or collect arrearage for benefit amounts. Scan appropriate backup data in information management system.
11. *Assists employees eligible for COBRA benefits with completion and processing of required paperwork and premium payments to obtain or maintain coverage.
12. Demonstrate knowledge in the employee benefits and wellness programs offered by the district.
13. *Serve as a backup to Benefits Administration Lead, to process and adjust all Tax-Sheltered Annuities (TSA) contribution changes/requests to employee's accounts.
14. *Serve as a backup to Benefits Manager to process and upload benefit files to vendors.
15. *Cross-train on different areas of benefits, including but not limited to enrollment, new hires, leaves, and retirement.
16. *Operates various office equipment, e.g., computer terminals, printer, copy machines, telephone systems, and facsimile machines.
17. *Displays confidentiality in dealing with sensitive issues.
18. *Makes all decisions and completes all tasks in accordance with Seminole County Public Schools' strategic plan, vision, and mission.
19. *Ensure compliance with Board Policies, procedures, and applicable federal and state laws and regulations.
20. *Perform other duties as assigned by the Coordinator, Human Resources and/or Benefits Administration Lead.

*Denotes essential job function/ADA

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EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

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 constantly to move objects.

PHYSICAL ACTIVITIES

Sitting	Resting with the body supported by the buttocks or thighs.
Standing	Assuming an upright position on the feet particularly for sustained periods of time.
Walking	Moving about on foot to accomplish tasks, particularly for long distances.
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Bending	Lowering the body forward from the waist.
Stooping	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling	Bending legs at knee to come to a rest on knee or knees.
Reaching	Extending hand(s) and arm(s) in any direction.
Pushing	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 20 pounds of force.
Pulling	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 20 pounds of force.
Lift	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Repetitive Motions	Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity	The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE	POSITION CODES	FLSA	BOARD APPROVED
C-C 37,520 - \$65,084	PeopleSoft Position TBD	<input type="checkbox"/> Applicable	February 6, 2024
District Salary Schedule	Personnel Category 14	<input checked="" type="checkbox"/> Not applicable	August 12, 1997
Months 12	EEO-5 Line 44		
Annual Days 258	Function 7500		
Weekly Hours 37.5	Job Code 1647	ADA Information Provided by Dawn Bontz	
Annual Hours 1935	Survey Code 77332	Position Description Prepared by Dawn Bontz	

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District.