



ORANGE COUNTY SCHOOLS

POSITION DESCRIPTION

POSITION TITLE	Benefits Specialist
SCHOOL/DEPARTMENT	Human Resources
SALARY	Salary Grade 65 plus supplement
FLSA STATUS	Exempt
REPORTS TO	Chief Human Resources Officer
SUPERVISES	None
WORK WEEK SCHEDULE	Monday - Friday
WORK HOURS	40
NUMBER OF MONTHS PER YEAR	12

POSITION PURPOSE:

The HR Benefits Specialist performs a variety of general human resources benefit administration responsibilities. Duties include serving as a primary benefits coordinator responsible for the administration of health, life, dental and flexible benefits programs. The Benefits Specialist also determines benefit deductions for employees and is responsible for ACA compliance including health certificates, reporting and record keeping, and orientation.

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of the Affordable Care Act provisions and application
- Considerable knowledge of benefits offered by the school district, specifically in the area of assignment
- Considerable knowledge of the process and procedures required to apply for and modify various benefits and the impact on other departments

- Considerable technical knowledge of the benefits claims process in order to assist employees with the health, dental, life and flexible benefits programs
- Advanced knowledge in the use of Microsoft Word and Excel (i.e. mail merges, labels/correspondence, mathematical formulas, etc.) as well as use of Google Docs and Sheets
- Experience handling confidential matters with demonstrated discretion and good judgment
- Ability to anticipate issues to address in a proactive manner
- Ability to explain complex issues to employees
- Ability to have difficult conversations and to deal with employees and family members experiencing grief
- Ability to produce letters, spreadsheets, presentations, and user-defined/custom reports
- Ability to present material to individuals and groups of people
- Ability to meet a variety of deadlines, work under time pressure and manage workload in a multitask environment
- Ability to adjust priorities, redirect attention and focus depending on the fluid priorities of the department
- Ability to maintain organized, complete and accurate records and complex files
- Must possess excellent oral, written and interpersonal communication skills
- Ability to establish and maintain effective working relationship with school system staff, staff members of external agencies and the community

EDUCATION, TRAINING, AND EXPERIENCE

- Associate's Degree in business, human resources, health care management, or a related field
- Minimum of five (5) years of experience in human resources, office administration or personnel-related programs
- Working knowledge of the Affordable Care Act, including current laws and legislation (such as measurement period, affordability, eligibility guidelines, transition relief and annual reporting requirements)
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

CERTIFICATION AND LICENSE REQUIREMENTS

- Notary Public Certification
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

PREFERRED QUALIFICATIONS:

- Bachelor's degree from an accredited institution in a related area
- Experience in project/process implementation specifically in the area of human resources
- Demonstrated experience and knowledge in health benefits management
- SHRM, human resources and/or health related certification

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Serve as primary liaison between ACA compliance software vendor(s) and HR/Benefits to ensure that information is routed to the appropriate department(s)
2. Review and complete documentation for exchange subsidy requests
3. Perform all duties in compliance with internal procedures, external regulations, and bringing compliance issues to the attention of the Director of Employee Relations/Benefits
4. Ensure compliance with the ACA by working with Finance to ensure that payroll systems are updated regularly
5. Maintain information regarding measurement periods, stability periods, and other reporting requirements
6. Create and review reports associated with ACA compliance and regularly audits data to ensure that employees are properly classified
7. Identify potential areas of compliance vulnerability and risk, develop and implement corrective action plans for resolution by involving the Director of Employee Relations/Benefits
8. Conduct internal training and shares knowledge of any ACA regulation changes/updates and best practices as needed
9. Assist employees as needed to ensure benefits are appropriate according to eligibility and choice
10. Research employee issues online, with carriers, the State Health Plan, Payroll and Technology with regard to benefits eligibility and policies in force
11. Reconcile employee reports to ensure elections, start and ending dates coverage levels, premiums and escrow are correct
12. Explain to employees the function of the benefit(s); how to enroll and make changes' and answers any questions pertaining to the benefits offered
13. Receive and respond to questions regarding insurance coverage, changes, qualifying life events, cost, claims, premiums, escrow, beneficiaries, exclusions to coverage, etc.
14. Assist with annual enrollment for the medical and flex plans and coordinates assigned components
15. Ensure that all established deadlines for processing changes are met
16. Oversee electronic benefit enrollment system
17. Assist with planning and implementation of HR related events
18. Perform other duties as assigned by the Director of Employee Relations and Benefits

WORKING CONDITIONS	
PHYSICAL DEMANDS	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
WORK ENVIRONMENT	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
ACKNOWLEDGEMENTS	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

DISCLAIMER: *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*