



Title:	Benefits Specialist
Reports to:	Chief Human Resource Officer
Terms of Employment:	12 months
Salary:	Pay Grade 56-65

Qualifications:

- Associate's Degree preferred
- Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills and abilities

Supervises: None

Duties and Responsibilities:

Benefits Specialist are primarily responsible for informing employees about the nature of benefits plans and any changes that happen to the structure of those benefits. They should be able to answer questions and concerns that employees have about their benefits. In addition to that, here are some of the general duties and responsibilities of a Benefits Specialist

Essential Job Functions:

1. Prepares and distributes benefit packets for all new hires
2. Provides new hires with explanations of benefits and instructing them on enrollment and fulfillment procedures
3. Enrolls employees into each carriers' website and adds employee deductions into LINQ
4. Processes life status changes
5. Consults with employees about eligibility and other pertinent issues
6. Administrator for the following plans (State Health Plan, Prudential Retirement, Aflac, Allstate, American Fidelity, American United Life, Ameriflex, Colonial, Family Fitness, EyeMed, Horace Mann, Legal Shield, MetLife Dental, Midland National Annuities, Midland National Life, National Life, NCAE, PENC, Providence, SEANC, SECU, Texas Guaranteed, United Way and Voya/Realistar.
7. Facilitates Open Enrollment for Pierce Group Benefits and NC State Health Plan
8. Processes enrollments quickly and accurately
9. Reconciles monthly deduction registers to statements from each company and submits funds electronically or by check
10. Prepares check requests as needed for additional payments and ensures that correct budget codes are used
11. Processes and administers all Leave of Absence, FMLA, Short Term Disability/Long Term Disability, Colonial Accident/Sickness Claims, Retirement and Workmen's Comp request and paperwork
12. Attends staff development/meetings as needed to stay informed
13. Provides ongoing support for the HR and Finance teams
14. Performs other duties and responsibilities as assigned by supervisor



Human Resource Department
Physical and Cognitive Requirements

The major physical and cognitive requirements listed below are applicable to the Benefits Specialist – Insurance/Retirement/Worker’s Comp job classification within the Human Resources Department of Scotland County Schools.

Work in this classification is considered light physical work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, plans, records, documentation and correspondence required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently using whatever communication device or system is required
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment
- Ability to understand and apply laws, regulations and policies to the maintenance of records
- Ability to verify documents and forms for accuracy and completeness
- Ability to explain benefit related matters to School System employees
- Considerable knowledge of Federal, State and local laws and School System policies and procedures governing payroll administration
- Considerable knowledge of employee benefit program
- Considerable knowledge of accounting and office practices, methods and procedures used by the School System
- Team building participation with/in Finance and the Central Office is expected
- General knowledge of County organization and operational policies and procedures