

# MONROE COUNTY SCHOOLS POSITION DESCRIPTION

**Title:** Benefits & Insurance Specialist

## GENERAL DESCRIPTION

The essential function of the position within the organization is to provide technical and clerical assistance in the maintenance of a comprehensive program of group health insurance and other benefits for District employees. The position is responsible for processing claims, monitoring insurance billing, maintaining accurate and up-to-date employee records, providing professional and courteous customer service at all times, and performing related work as required. The position works under general supervision according to some procedures; decides how and when to complete tasks.

### **Primary Duties:**

*This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.*

Performs specialized technical and clerical work in support of daily benefits administration operations and activities.

Maintains accurate and up-to-date employee medical/insurance files, ensuring confidentiality as appropriate.

Determines eligibility for insurance and processes all initial enrollment forms of new employees throughout the year.

Assists in coordinating and conducting new employee benefits orientation meetings and annual open enrollment.

Enrolls eligible employees in the S.C. Retirement System and advises them of program advantages and choices.

Advises and processes insurance changes initiated by employees/retirees; informs employees/retirees of updates in insurance coverage.

Processes Worker's Compensation and liability insurance claims and maintains related records.

Assists in processing insurance terminations; processes COBRA applications and correspondence.

Keeps insurance administrators/third-party administrators informed of any and all claims status on a daily basis.

Maintains accurate and up-to-date records of employee leave accruals and usage; provides information and guidance to employees in the use of leave benefits; researches leave record discrepancies; prepares and maintains related correspondence and records.

Receives and processes payments for all personnel on leave, including FMLA, maternity leave and personal leave; forwards to payroll department for deposit.

Assists employees/survivors in filing claims for disability and death benefits.

Follows up on disputed or questioned claims and communicates findings to employees and providers.

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Performs routine clerical tasks as required, including but not limited to preparing reports and correspondence, copying and filing documents, answering the telephone, greeting office visitors, sending and receiving faxes, entering and retrieving computer data, managing the department's purchasing card records, processing daily mail.

Assists other staff with administrative and/or clerical duties as required.

Receives and responds to inquiries, requests for assistance and concerns from District employees in areas of responsibility; provides professional and confidential customer service at all times.

Coordinates and/or assists with special projects and programs as assigned.

Attends training, classes and workshops to enhance job knowledge and skills.

## **Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

## **GENERAL RESPONSIBILITIES AND REQUIREMENTS**

### **Data Responsibility:**

*"Data Responsibility" refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Compares or inspects data, people, or things against a standard.

### **People Responsibility:**

*"People Responsibility" refers to individuals who have contact with or are influenced by the position.*

Speaks with or signals to people to convey or exchange information.

### **Assets Responsibility:**

*"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

### **Mathematical Requirement:**

*"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses addition and subtraction such as making change; may compute ratios, rates and percents.

### **Communications Requirements:**

*"Communications" involves the ability to read, write, and speak.*

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Reads routine sentences or instructions; writes routine sentences and completes routine work forms; speaks routine sentences using standard grammar.

**Complexity of Work:**

*“Complexity of Work” addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**Impact of Decisions:**

*“Impact of Decisions” refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with minor/moderate impact - affects those in immediate work area or unit.

**Equipment Usage:**

*“Equipment Usage” refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

*Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items.*

**Safety of Others:**

*“Safety of Others” refers to the responsibility for other people’s safety, either inherent in the job or to assure the safety of the general public.*

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**EDUCATION AND EXPERIENCE REQUIREMENTS**

**Education Requirements:**

*“Education Requirements” refers to job specific training and education required for entry into the position.*

Requires a minimum of a high school diploma or GED.

**Licenses Certifications Registrations Required:**

*“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Appropriate State of Florida professional certification as required and applicable

**Experience Requirements:**

*“Experience Requirements” refers to the amount of work experience that is required for entry into the*

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*position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires one year of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

## **AMERICANS WITH DISABILITIES REQUIREMENTS**

### **Physical Demands:**

*“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods, exerting up to 30 pounds of force on a regular basis; and some dexterity in operating office equipment.

### **Unavoidable Hazards:**

*“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

### **Sensory Requirements:**

*“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing and speaking abilities.

## **American With Disabilities Act Compliance:**

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

### **Term of Employment:**

Annual Contract

### **Reports To:**

Employee Benefits & Risk Manager

### **Supervises:**

None

PAY GRADE: From: 11901 To: 11925

Number of Months: Number of Days: Hours:

Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and

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duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_

Board Approved 3/18/2016