

**JOB TITLE: EMPLOYEE BENEFITS SPECIALIST**

**JOB DESCRIPTION:**

This employee is responsible for developing, maintaining, and updating employee benefits for computer input with minimal supervision and direction.

Duties of this position include but are not limited to:

1. Developing employee benefit procedures.
2. Overseeing the maintenance of employee benefits records through on-line data terminal/work station computer input.
3. Coordinating training of district office and school based personnel in the understanding and utilization of employee benefits information.
4. Developing procedures and forms whereby district and school-based personnel can add to, delete from, or update the employee benefits master file.
5. Developing and projecting premium deduction schedules on a two-year basis for the purpose of reduction/deductions for yearly premium remittance to all benefit plan companies.
6. Planning, organizing and directing the activities related to group health, group life, dental, vision, flexible fringe benefits and student athletic insurance programs.
7. Maintaining and monitoring student athletic insurance program/policies including the renewals, bids, claim problems, network development and insurance education for athletic directors and parents of students.
8. Preparing deduction/contribution reports for each payroll.
9. Reviewing and assuring compliance with Federal and Florida Statutes as it effects employee benefits.
10. Supervising and evaluating personnel.
11. Assisting in making recommendations for employment and assignment of personnel.
12. Assigning priorities and deadlines.
13. Preparing special reports and records.
14. Coordinating work flow and procedures between Employee Benefits and other departments.
15. Acting as liaison between Employee Benefits and other departments and schools.
16. Developing and maintaining a system of procedures to administer the employee fringe benefits program.
17. Coordinating the acquisition of medical, dental, vision insurance coverage and flexible fringe benefit programs.
18. Acting as a liaison between all health plan representatives and employee benefits.
19. Preparing and developing communication and educational materials regarding the benefits package for all the insured employees.
20. Reviewing performance agreements with the flexible benefit plan administrator and participating as the client performance team member.
21. Monitoring and reviewing performance agreements with all medical plan providers.
22. Overseeing the reconciliation of health plan monthly eligibility reports.
23. Overseeing the reconciliation of premium reports from medical and flexible

- plan companies.
24. Assisting in the development of computer programs pertaining to employee benefits.
  25. Performing other duties as assigned.

**REQUIRED QUALIFICATIONS:**

1. Minimum of three years experience in employee benefits procedures.
2. Experience in supervising the work of others.
3. Ability to maintain effective working relationships.
4. Thorough knowledge of office practices and employee benefit procedures.
5. Minimum of three years of data processing experience.
6. Experience in operating a data terminal/work station.
7. Ability to type at least 30 words per minute.

**DESIRED QUALIFICATIONS:**

1. Associate's degree.