



JOB DESCRIPTION

POSITION TITLE: (B5) Personnel Leave/Benefits Coordinator
DEPARTMENT: Human Resources Office
WORK DAYS: 240
REPORTS TO: Director of Human Resources
PAY SCALE: CO Level 4b

REQUIREMENTS:

<ul style="list-style-type: none"> ● High school graduation required
<ul style="list-style-type: none"> ● Associates Degree with interest in Human Resources preferred
<ul style="list-style-type: none"> ● At least 2 years experience in human resources
<ul style="list-style-type: none"> ● Excellent customer service skills
<ul style="list-style-type: none"> ● Knowledge , Skills and Abilities: Written and oral communication, as well as experience with Excel spreadsheets and Google Suite

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

<ul style="list-style-type: none"> ● Demonstrates prompt and regular attendance.
<ul style="list-style-type: none"> ● Takes Direction and completes all assigned work in a timely manner.
<ul style="list-style-type: none"> ● Process employee documents and profile updates in YOSS. Update PCG with changes.
<ul style="list-style-type: none"> ● Assemble new hire documents and manually enter information into payroll, CPI, PlanSource (benefits platform), and Frontline (Time Platform). Communicate with HR or contact new hires to request missing information.
<ul style="list-style-type: none"> ● Send login information for benefits and Kelly Services to new hires and assist with any questions. Follow up with new hires who do not complete benefits enrollments.
<ul style="list-style-type: none"> ● Pull PCG files and upload employee changes to State Health weekly.
<ul style="list-style-type: none"> ● Submit retirement or termination info to State Health and Insurance Broker monthly.
<ul style="list-style-type: none"> ● Enter employee deductions/adjustments into PCG and communicate adjustments to employees.
<ul style="list-style-type: none"> ● Submit payroll deduction files to Insurance Broker and reconcile State Health monthly.
<ul style="list-style-type: none"> ● Calculate and adjust vacation and sick time for 210-240 day employees in Frontline annually. Compile compensated absences report for year-end entry.

<ul style="list-style-type: none"> ● Communicate with Kelly Services to adjust sick and personal days for 180-190 day employees. Compile payroll account number changes for adjustment in Frontline.
<ul style="list-style-type: none"> ● Manually add leave time for school nutrition quarterly.
<ul style="list-style-type: none"> ● Process absence adjustments for system and enter leave time for Central Office employees as needed.
<ul style="list-style-type: none"> ● Review Frontline and State Health reports daily and process changes.
<ul style="list-style-type: none"> ● Submit benefits and life claims.
<ul style="list-style-type: none"> ● Maintain retiree insurance documents.
<ul style="list-style-type: none"> ● Compile ACA info and communicate with Arista to meet ACA deadlines.
<ul style="list-style-type: none"> ● Compile benefits information and work with Insurance Broker to schedule open enrollment meetings and communicate information to employees.
<ul style="list-style-type: none"> ● Process monthly leave reports for payroll.
<ul style="list-style-type: none"> ● Review jury duty and PPL absence data monthly. Collect jury duty attendance letters.
<ul style="list-style-type: none"> ● Process sick leave certifications for TRS for retirees.
<ul style="list-style-type: none"> ● Submit sick time information to other systems for terminated employees.
<ul style="list-style-type: none"> ● Process FMLA leave requests
<ul style="list-style-type: none"> ● Performs other duties as assigned by the appropriate administrator