



JOB DESCRIPTION

POSITION TITLE: (B5) Personnel Leave/Benefits Coordinator
DEPARTMENT: Human Resources Office
WORK DAYS: 240
REPORTS TO: Director of Staff Development & Human Resources
PAY SCALE: CO Level 4 based on degree and experience

REQUIREMENTS:

<ul style="list-style-type: none"> • High school diploma 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 required
<ul style="list-style-type: none"> • Excellent customer service skills
<ul style="list-style-type: none"> • Professional knowledge of human resource, benefits, and insurance; 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.

Primary Function:

Provides employees information concerning their eligibility, leaves, premium deductions and benefits. Sustains accurate enrollments by monitoring, researching, correcting and communicating any concerns, discrepancies or errors. Maintains thorough working knowledge of insurance benefits, leave plans, policies and how to access information in current software. Daily collaboration with payroll regarding changes to employee coverage and deduction changes.

ESSENTIAL DUTIES:

<ul style="list-style-type: none"> • Demonstrates prompt and regular attendance.
<ul style="list-style-type: none"> • Process 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, 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 ESS 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. AUF, etc.
<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 240 day employees in Frontline annually. Compile compensated absences report for year-end entry. Maintain accurate leave balances and assist with CPI Cycle 3 reporting.
<ul style="list-style-type: none"> • Communicate with ESS 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 the 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"> ● Compile ACA info and communicate with payroll to meet ACA deadlines.
<ul style="list-style-type: none"> ● Compile benefits information and work with Insurance Brokers to schedule open enrollment meetings and communicate information to employees.
<ul style="list-style-type: none"> ● Process monthly leave reports for payroll. Leave Without Pay Report
<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 and PPL leave requests
<ul style="list-style-type: none"> ● Run monthly staff attendance reports by schools or divisions
<ul style="list-style-type: none"> ● Performs other duties as assigned by the appropriate administrator

*****Internal Applicants may make their interest known by emailing an updated resume to hr@rcs.rome.ga.us*****