

SCHOOL DISTRICT OF NEWBERRY COUNTY

JOB DESCRIPTION

TITLE: Benefits Administrator

FLSA: Exempt

GENERAL SUMMARY

Administers insurance and retirement programs for the district. Coordinates enrollment, communicates insurance plans, responds to employee inquiries, processes claims, prepares reports, and performs related administrative tasks. Reports to the Executive Director of Human Resource Services.

ESSENTIAL FUNCTIONS

Coordinates insurance and retirement programs of the District. Accurately explains benefits plans, costs, and procedures to employees in individual and group discussions.

Determines eligibility for insurance programs and processes all initial enrollment forms of new employees. Advises, assists, and approves insurance changes. Assists all employees with enrollment and termination of benefits and ensures that payroll deductions are correctly submitted and manually processed on payroll system. Calculates amount of premiums, refunds overpayments due to changes in, or the termination of, insurance coverage. Reconciles all bills relating to employee benefits.

Enrolls eligible employees in the South Carolina Retirement System. Demonstrates the ability to counsel and assist employees with the South Carolina Retirement System claims process including Disability and Service Retirement. Counsels prospective retirees and Medicare eligible employees.

Processes all correspondence received from the State Budget and Control Board. Follows up with employees, in a timely manner, to correct any rejected Notice of Election Forms from the Employee Insurance Program, South Carolina Retirement System, etc.

Notifies all employees and dependents, in a timely manner, of their COBRA rights and obligations following the guidelines set forth in the COBRA Act of 1985.

Keeps up to date files on all employees to include changes in family status and change of address.

Administers workers' compensation benefits for all employees in an accurate and timely manner, counseling employees when appropriate. Demonstrates the ability to monitor workers' compensation claims and unemployment claims and develops procedures to reduce liability. Exhibits the ability to coordinate with providers and administration to validate or contest claims for workers' compensation or unemployment benefits, and reviews these claims for accuracy.

Contacts employees and receives insurance payments from individuals on Family and Medical (FMLA) or other forms of approved leave. Generates all correspondence to leave participants and distributes copies internally.

Operates office equipment such as a computer, printer, calculator, typewriter, copier, fax machine, and telephone in the performance of duties.

Interacts and communicates with various individuals and groups in the performance of duties such as supervisors, district employees, spouses, relatives, and survivors, insurance companies, and medical personnel.

Performs other related duties as required.

JOB SPECIFICATIONS

Education and Experience:

Associate's Degree in Accounting or Business with a minimum of one year experience in benefits administration, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid South Carolina driver's license.

Knowledge:

Thorough knowledge of school district methods, procedures, policies and activities pertinent to the duties of the position. Extensive knowledge of all areas of employee benefits and social programs. Maintains knowledge of worker's compensation laws, and local, state and federal statutes related to personnel injuries. Knowledge of the reports, records and forms which must be prepared, processed and maintained. Is knowledgeable and proficient in the use of computers. Knows how to provide assistance to other employees as necessary.

Skills/Effort:

Ability to understand and apply district policies and procedures. Is able to communicate effectively and in a courteous manner with employees. Advanced organization, mathematical, clerical, written and verbal communication, and computer skills. Is familiar with the necessary applications, forms, and reports to be completed and processed and is able to do so in an accurate and timely manner. Ability to keep abreast of changing laws and procedures related to the specific duties of the job. Is able to use independent judgment and discretion in dealing with confidential information and documents. Is capable of working under stressful conditions as required. Proficiency with Microsoft Office applications including Word and Excel.

Working Conditions:

Conducts duties in an office environment with little significant exposure to environmental conditions. Requires ability to work under a degree of stress related to duties that require accuracy and timely completion. Physical demands are restricted to office work requiring the lifting/moving of items weighing up to 25 pounds. Routine travel is required. Job requires the operation of standard office equipment.

Responsibility:

No direct budgetary responsibility.

DISCLAIMER STATEMENT

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

SIGNATURES:

Date: _____

Date: _____

Date: _____