

JOB DESCRIPTION

TITLE: Benefits Representative (Grade 23)

REPORTS TO: Senior Administrator for Benefits

GENERAL SUMMARY:

Working knowledge of federal laws and regulations, state statutes, WCPSS board policies, and benefits carrier procedures pertaining to medical insurance, dental insurance, long-term care insurance, 401(k) and 403(b) retirement plans, 125 flexible benefit plan, life insurance, disability, non-paid leave and workers' compensation, COBRA, FMLA.

QUALIFICATIONS:

Minimum of a 2-year Degree or 3-4 years of benefits processing experience. Ability to multi-task and possess strong interpersonal abilities. Effective communication skills. Experience using Microsoft EXCEL and WORD.

DUTIES AND RESPONSIBILITIES:

1. Accurately maintain and monitor all benefits. This includes continually updating records based on new enrollments, changes and coverage cancellations (for voluntary and involuntary reasons).
2. Respond to employee insurance questions, whether by phone or email, within 48 hours of their inquiry.
3. Calculate premiums and/or adjustments on new enrollees and package changes.
4. Make changes to benefit plans in a timely manner so that coverage and deductions coincide.
5. Ensure that individual escrow balances are properly calculated to provide summer coverage.
6. Obtain a thorough understanding of rules/laws associated with the following WCPSS benefits:

Medical insurance	401(k) retirement plans	Disability
Dental insurance	403(b) plan	Non-paid leave
Long-term care insurance	125 flexible benefit plan	Workers' compensation
Vision insurance	MetLife life insurance	

7. Verify employee' eligibility for each benefit offered by WCPSS based on their employment status.
8. Process court ordered benefit changes in a timely and accurate manner.
9. Approve employee changes to Benefits as updated daily in the new on-line Benefits Focus enrollment software.
10. Notify employees in writing when a benefits premium adjustment is needed, including accurate calculation and communication of additional money requested or any refund due to the employee.
11. Notify employees on non-paid leave and workers' compensation of the benefits premiums due for continuation of coverage. Maintain and update individual benefits.
12. Provide necessary receivable paperwork to Accounting for employees on leave that are directly remitting payment for their insurance. Alert Accounting if receivable is cancelled or changed prior to completion.
13. Maintain 401(k) enrollment/change books, 403(b) add and cancellation forms, MetLife enrollment/change packets.
14. Reconcile monthly medical, dental and vision premiums and compare to bills.
15. Responsible for other miscellaneous duties as assigned.