

## POSITION DESCRIPTION

### NORTHFIELD PUBLIC SCHOOLS

November 2017

#### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Benefit/Payroll Specialist	<b>Department:</b> Human Resources and Finance
<b>Immediate Supervisor's Position Title:</b> Director of Human Resources	<b>FLSA Status:</b> Non-exempt
<b>Band/Grade/Subgrade:</b> C-4-2	<b>Bargaining Unit:</b> Office Employee Association
<b>Job Summary:</b> Responsible for providing daily administrative and secretarial assistance and support to the Human Resources Department for employee benefits and to the Finance Department for payroll assistance. Works with all functions associated with employee benefits with the Human Resources Department and provides secondary support for payroll associated tasks in the Finance Department.	

#### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	<b>Statement of duty/responsibility:</b> Assists Director of Human Resources in the daily administration of employee benefits. This includes health, dental, life, LTD, and flexible spending programs.
Percent of Time:	40%	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"><li>• Monitors all employee benefit programs, including enrollments, issue resolution, records management. Processes benefit enrollments and payments, maintains benefit files in accordance with state and federal data practices.</li><li>• Processes COBRA administration through third party administrator.</li><li>• Processes COBRA/Retiree payment as received from third party administrator.</li><li>• Informs employees of the conditions and consequences regarding the choices they make for enrollment, as needed.</li><li>• Instructs employees on completing insurance/enrollment/payroll information.</li><li>• Maintains computerized records of employee benefits.</li><li>• Performs ACA record upkeep.</li><li>• Balances and pays monthly insurance billings.</li></ul>		

Duty/Responsibility No:	2	Statement of duty/responsibility:  New Staff Orientation
Percent of Time:	40%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"><li>Conducts new employee orientation sessions twice a week, as necessary, sharing information that includes: benefits, District policies and procedures and Federal/State mandated communications. Provides training on applicable systems such as AESOP, SMARTeR and Time Clock Plus.</li></ul>		

- Ensures that all payroll forms are completed accurately for processing.
- Builds all new employee records and maintains current employee records in to the SMART system.

Duty/Responsibility No:	3	Statement of duty/responsibility: Annual Open Enrollment
Percent of Time:	10%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"><li>Processes all enrollments or changes elected for health, dental and flexible benefit plans upon the completion of the open enrollment process.</li></ul>		

Duty/Responsibility No:	4	Statement of duty/responsibility: Assists the Payroll Specialist with data entry of semi-monthly payroll
Percent of Time:	5%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"><li>Enters timecard detail.</li><li>Reconciles electronic time card system with electronic leave system.</li><li>Reviews and imports substitute payroll.</li><li>Reconciles the monthly deductions against insurance invoices.</li></ul>		

Duty/Responsibility No:	5	Statement of duty/responsibility:  Performs other comparable duties of a like or similar nature as assigned.
Percent of Time:	5%	
Tasks involved in fulfilling above duty/responsibility: <ul style="list-style-type: none"><li>Performs other duties as needed for the Human Resource Department and Finance Department</li></ul>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>			
<b>REQUIRED EDUCATION/TRAINING</b> (choose one)		<b>DEGREE INFORMATION:</b> <b>Type of degree: (B.S., M.A., etc.)</b>	
	less than high school diploma	High School diploma or equivalent required, BA preferred.	
x	High school diploma or GED.	<b>Major field of study or degree emphasis:</b>  Human Resources	
	1 year college		2 years college
	3 years college		4 years college
	1st year graduate level	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b>	
	2nd year graduate level		

	<b>Doctorate level</b>	<ul style="list-style-type: none"> <li>• Knowledge of district school policies and procedures.</li> <li>• Knowledge of human resource operations, specifically benefits programs.</li> <li>• Knowledge of district budget processes.</li> <li>• Knowledge of secretarial and administrative procedures.</li> <li>• Understanding of data privacy laws, statutes and requirements.</li> <li>• Knowledge of the application and use of computers, business productivity software/applications such as Word, Excel, E-Mail programs and other office productivity software utilized by the department in the performance of the job.</li> </ul>
<b>Required Work Experience in Addition to Formal Education/Training:</b>		
At least three years of prior directly related work experience		
<b>Required Supervisory Experience:</b>		
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b>	

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Oral and written communication skills.</li> <li>• Establishing and maintaining effective working relationships with employees, supervisors, department heads, officials, and insurance carrier representatives.</li> <li>• Applying judgment and discretion in the processing and conduct of application processes and methods within the district in accordance with department operating procedures and licensure requirements.</li> <li>• Updating and maintaining department personnel records and files accountable for.</li> <li>• Computer skills of databases, reports, spreadsheets, documents and correspondence.</li> <li>• Organizational ability.</li> <li>• Maintaining confidentiality.</li> <li>• Ability to work independently with minimal supervision.</li> </ul>
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
<b>TOTAL</b>		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	<b>Total: 0</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Work is performed in a typical school district office setting and is subject to minimal environmental hazards and risks associated with the job. Responsibilities may occasional involve dealing with or being subjected to disagreeable human interactions/contacts when dealing with the public or internal problems/issues.
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				

<b><u>Employee is required to:</u></b>	<b>Never</b>	<b>1-33% Occasionally</b>	<b>34-66% Frequently</b>	<b>66-100% Continuously</b>
<b>Stand</b>		X		
<b>Walk</b>		X		
<b>Sit</b>			X	
<b>Use hands dexterously (use fingers to handle, feel)</b>				X
<b>Reach with hands and arms</b>				X
<b>Climb or balance</b>	X			
<b>Stoop/kneel/crouch or crawl</b>		X		
<b>Talk or hear</b>				X
<b>Taste or smell</b>		X		
<b>Physical (Lift &amp; carry): up to 10 pounds</b>			X	
<b>up to 25 pounds</b>	X			
<b>up to 50 pounds</b>	X			
<b>up to 75 pounds</b>	X			
<b>up to 100 pounds</b>	X			
<b>more than 100 pounds</b>	X			

**PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities**

**Physical requirements associated with the position can be best summarized as follows:**

**Sedentary Work:**

Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

**SECTION IV: CLASSIFICATION HISTORY AND APPROVAL**

**This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.**

\_\_\_\_\_  
**Signature – Department Head**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature – Human Resources**

\_\_\_\_\_  
**Date**

**Classification History:**

