

POSITION DESCRIPTION
NORTHFIELD PUBLIC SCHOOLS

October 2023

SECTION I: GENERAL INFORMATION

Position Title: Benefits Lead	Department: Human Resources
Immediate Supervisor's Position Title: Director of Human Resources	FLSA Status: Exempt
Band/Grade/Subgrade: C – 5 - 1	Bargaining Unit: Confidential Employees
<p>Job Summary: Under general direction from the Director of Human Resources, the Benefit Lead is responsible for the coordination and monitoring of all tasks related to the district's employee benefits, including relationships with employees, supervisors, administrators, office staff, and external insurance vendors. Provides negotiations data and participates in negotiations sessions when needed.</p>	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	<p>Statement of duty/responsibility: Responsible for the daily administration of employee benefits. This includes health, dental, life, LTD, flexible spending programs and requirements of the Affordable Care Act (ACA).</p>
Percent of Time:	40%	
<p>Tasks involved in fulfilling above duty/responsibility:</p> <ul style="list-style-type: none"> • Responsible for 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. • Responsible for in-house COBRA administration. • Responsible for in-house COBRA/Retiree payments. • Informs employees of the conditions and consequences regarding the choices they make for enrollment, as needed. • Instructs employees on completing insurance/enrollment-information. • Maintains computerized records of employee benefits. • Performs ACA record upkeep. • Responsible for all reports for annual ACA reporting. • Balances and pays monthly insurance billings. • Reconciles the monthly deductions against insurance invoices. 		

Duty/Responsibility No:	2	Statement of duty/responsibility: New Staff Orientation
Percent of Time:	20%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Responsible for 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 Red Rover, SMARTeR and the time clock 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"> Responsible for all enrollments or changes elected for health, dental, vision and flexible benefit plans upon the completion of the open enrollment process. Responsible for open enrollment informational meetings. 		

Duty/Responsibility No:	4	Statement of duty/responsibility: Assists with all aspects of the contract negotiations process.
Percent of Time:	25%	
Tasks involved in fulfilling above duty/responsibility:		
<ul style="list-style-type: none"> Attends negotiation sessions. Manages the negotiations working document. Updates contracts once the negotiations process has been completed. 		

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"> Performs other duties as needed for the Human Resource Department and assists with Payroll functions when needed. 		

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:		
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)
	less than high school diploma	AA degree required, BA degree preferred
	High school diploma or GED.	Major field of study or degree emphasis:

	1 year college	X	2 years college	Human Resources
	3 years college		4 years college	
	1st year graduate level			Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of district school policies and procedures. • Knowledge of human resource operations, specifically benefits programs. • Knowledge of district budget processes. • Knowledge of secretarial and administrative procedures. • Understanding of data privacy laws, statues and requirements. • 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.
	2nd year graduate level			
	Doctorate level			
Required Work Experience in Addition to Formal Education/Training:				
At least three years of prior work experience in Human Resources				
Required Supervisory Experience:				
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring:		

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in:
	<ul style="list-style-type: none"> • Oral and written communication skills. • Establishing and maintaining effective working relationships with employees, supervisors, department heads, officials, and insurance carrier representatives. • 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. • Updating and maintaining department personnel records and files accountable for. • Computer skills of databases, reports, spreadsheets, documents and correspondence. • Organizational ability. • Maintaining confidentiality. • Ability to work independently with minimal supervision.

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total: 0

HAZARDOUS WORKING	Work is performed in a typical school district office setting and is subject to
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CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

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.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms				X
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds	X			
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	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:
Created in October 2023**