

JOB TITLE: Clerk, Benefits

STATUS: Non-Exempt

REPORTS TO: Executive Director of HRS

TERMS: 240 Days

DEPARTMENT: Human Resource Services

PAY GRADE: AS203

PRIMARY PURPOSE:

Assist in the efficient operation of the employee benefits and workers' compensation programs for the district.

QUALIFICATIONS:

Education:

High school diploma or GED

Special Knowledge/Skills:

Strong organizational, communication, and interpersonal skills

Knowledge of employee benefits administration and applicable laws

Proficiency in data and file maintenance

Ability to use software to develop spreadsheets, databases, and update records

Ability to effectively communicate information in one-on-one and to small and large groups of employees

Bi-lingual preferred

Experience:

Minimum of 2 years in benefits and office experience

MAJOR RESPONSIBILITIES AND DUTIES:

1. Process all leaves of absences according to established guidelines including determining eligibility for various leave programs (e.g., family medical, temporary disability, and workers' compensation leave) and providing employees with appropriate and timely notice.
2. Assist employees and supervisors concerning leave benefits and provide accurate information related to absences such as deductions from pay, medical certification requirements, return-to-work dates, and return to work requirements.
3. Collaborate with the payroll department and campus administration to process and coordinate all employee leaves and absences, including those relating to workers' compensation claims.
4. Handle employee benefit inquiries and complaints to ensure quick, equitable, and courteous resolution.
5. Assist Benefits Specialist with conducting employee benefits orientations, annual enrollment, and employee wellness events.
6. Assist with maintaining eligibility databases, including new hires, life event changes, termination dates, and confidential medical information in accordance with federal and state laws and regulations and district policies and procedures.
7. Backup support to the Senior Benefits Clerk.
8. Assist with correspondence, forms, and reporting according to district standards and policies.

10. Accurate and consistent use of Time Clock Plus (TCP), Frontline, HRIS and enrollment systems.
11. Perform other duties as may be assigned.

MENTAL DEMANDS/PHYSICAL DEMANDS/ ENVIRONMENTAL DEMANDS:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting. Occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse. Occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions, maintain emotional control under stress

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

I have read and understand the responsibilities and duties required for this position as outlined above. I understand the duties and can perform all essential job functions listed above.

Printed Name

Signature

Date