

## Certified Employee Personnel/Benefits Specialist

Classified Position - 7665

<u>Salary</u> Category 1 per Salary Schedule	<u>Days</u> 260	<u>Reports to:</u> Assistant Superintendent
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### SCOPE OF RESPONSIBILITIES

Assumes responsibility for general implementation and maintenance of the employee benefits program; coordinates enrollment in employee benefits; counsels employees as to benefits and options; maintains appropriate records; organizes and attends benefit workshops and seminars; completes reports as assigned

### REPRESENTATIVE DUTIES/ESSENTIAL FUNCTIONS

1. Counsels with employees and employee representatives regarding benefits
2. Coordinates benefits enrollment and changes for all employees
3. Coordinates (or assists to coordinate) workers' compensation claims as it pertains to loss of benefits
4. Reconciles and balances bills associated with benefits as required
5. Calculates benefit deductions for employees to provide to Finance
6. Stays abreast of statutes, regulations, rules, and district policies and coverage pertaining to employee benefits and maintains employee information
7. Maintains regular and predictable attendance
8. Adheres to the professional code of ethics
9. Successfully utilizes technology as appropriate in job function
10. Performs other duties as assigned

### KNOWLEDGE AND ABILITIES

#### KNOWLEDGE OF:

- Modern office practices, procedures and equipment
- Applicable sections of Kentucky Administrative Regulations and other applicable laws
- District organization, operations, policies and objectives
- Organization, rules, regulations and programs related to an assigned office or function
- Software applications used by the District, including word processing and spreadsheets
- Financial and statistical record-keeping techniques
- Basic budget monitoring and control
- Telephone techniques and etiquette
- Financial and statistical record-keeping techniques
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Interpersonal skills using tact, patience and courtesy

#### ABILITY TO:

- Perform advanced-level secretarial duties requiring independent judgment and analysis
- Plan, organize and coordinate office activities and communications
- Work independently with little direction
- Type at an acceptable rate of speed
- Analyze situations accurately and adopt an effective course of action
- Compose independently or from oral instructions letters, memos, bulletins or other material
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Maintain records and prepare reports as required
- Communicate effectively both orally and in writing
- Meet schedules and time lines
- Add, subtract, multiply and divide quickly and accurately
- Establish and maintain cooperative and effective working relationships with others

## MINIMUM QUALIFICATIONS

1. Any combination equivalent to: high school diploma, G.E.D. certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law. Must pass the Para Educator test in accordance with state regulations or have 48 accredited college hours.
2. Two years of increasingly responsible secretarial and clerical experience