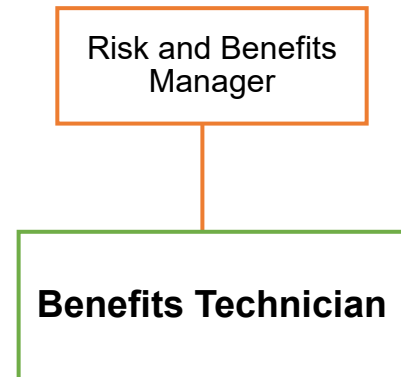


BENEFITS TECHNICIAN

Job Title:	Benefits Technician
Initial:	April 13, 2023
Revised:	
Work Year:	Full Year
Office:	Business
Department:	People and Culture
Reports To:	Risk and Benefits Manager
FSLA Status:	Non-Exempt
Pay Range:	Educational Support Personnel Range 15

Related Organization Chart



POSITION SUMMARY: The Benefits Technician assists the benefits department by answering employee insurance questions, and by processing benefits enrollments, changes and terminations. The Benefits Technician also supports various aspects of workers' compensation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Gather new hire information from HR and enroll new hires in the third party software, offer benefits to them and help with insurance questions accordance with Summary Plan Descriptions.
- Utilize termination spreadsheet to term benefit coverage for staff resignations and terminations. End employee benefits in third party website.
- Verify that insurance benefits for termed employees are accurate in the COBRA website.
- Input insurance benefits and changes into HR/payroll software.
- Maintain a working understanding of the HR/payroll software system.
- Maintain excellent customer service.
- Help to reconcile monthly billing versus payroll system for health, dental and vision plans.
- Assist Benefits Manager with filing and maintaining records on open workers' compensation claims, tracking student accident reports, yearly open enrollment of insurance benefits and third party offerings.
- Maintain online records of benefits and workers' compensation files.
- Process all enrollments, payroll changes and workers' compensation claims in an accurate and timely manner.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily.
Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.*

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- Gather information for auditor as needed from district schools and departments.
 - Perform other duties as assigned.

Supervision & Technical Responsibilities: This job has no supervisory responsibilities.

Budget Responsibility: This position has no direct budget responsibilities.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- High school diploma or equivalent, plus specialized courses in accounting or business.

Experience:

- One year and up to and including two years of experience in book keeping and/or payroll.

Knowledge Skills & Abilities:

- Ability to communicate effectively with district staff.
- Oral and written communication skills.
- Interpersonal relations skills.
- Strong attention to detail.
- Basic math and accounting skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks and priorities with frequent interruptions.
- Proficient in the use of personal computers and MS Office suite and Google Work Space applications.

Certificates, Licenses & Registrations:

- Criminal background check required at time of hire.
- Valid Colorado driver's license.

OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms. The employee is occasionally required to stand and walk, and lift and/or move up to 25 pounds.

Work Environment: The noise level in the work environment is usually moderate. Work is performed in a typical office environment.

Mental Functions: While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, instruct, compute, evaluate, use interpersonal skills, compile and negotiate.

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.