



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Senior Benefits and Leave Specialist
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job#</b>	8989
<b>Reports to:</b>	Benefits Coordinator & Director of Employee Relations
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible
<b>Starting Salary</b>	\$75,000

**Position Summary:**

As the Senior Benefits & Leave Specialist, you will play a key role in assisting the administration and management of our fully insured employee benefit plans with the Benefits Coordinator. You will help provide essential support to departments in Human Resources, ensuring employees' benefits needs are met. This role involves assisting in the analysis of leave-of-absence requests, determining compliance with district, state, and federal regulations, and ensuring ongoing claim management aligns with district service standards and best practices. Additionally, you will be responsible for assisting in interpreting, presenting, and providing guidance and counsel on benefit plans to employees.

**Essential Functions:**

- Assist the Benefits Coordinator with the day-to-day administration of the employee benefits program, including enrollment, auditing, reporting, and management of benefit deductions for group health, welfare benefits, and 403B plans.
- Serve as an additional point of contact for employee inquiries regarding benefits, coverage, eligibility, and other related matters.
- Present benefits programs to new hires and conduct bi-weekly benefits orientations under the supervision of the Benefits Coordinator.
- Assist in the facilitation, communication, and documentation of benefits processes, including employee orientation, wellness programs, and annual benefits information.
- Maintain accurate records and data related to benefits plans and ensure compliance with policies and regulations.
- Collaborate across HR departments and provide back-up support for benefits-related tasks, including uploading and managing payroll and FSA files.
- Assist in supporting wellness initiatives and assist with the preparation and submission of required benefit documentation.
- Assist the Leave of Absence Manager with all leave-of-absence requests and disability paperwork, including FMLA and ADA, in compliance with district, state, and federal regulations.
- Assist the Leave of Absence Manager in the interpretation and application of the Family Medical Leave Act (FMLA) and related laws, including the review of medical certifications to determine eligibility and duration of leave.
- Assist in the counseling of employees on district policies and procedures related to leave, ensuring clear communication of approvals, denials, extensions, re-certifications, return-to-work plans, and other critical information.
- Exercise independent judgment and critical thinking to ensure decisions comply with applicable laws, policies, and regulations, while prioritizing and organizing daily responsibilities to meet all deadlines.
- Cross-train with other HR departments to effectively support other associates.
- Perform other duties as assigned.



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**Knowledge, Skills, and Abilities:**

- Working knowledge of plan design and a fully insured plan
- Working knowledge of Section 125 Cafeteria plan
- Excellent written and verbal skills
- Ability to manage multiple tasks under deadlines
- Proficient with Microsoft Office Products
- Ability to organizational skills physical and e-files
- Must be a problem-solver
- Must remain open to change and new information and ideas and adapt to the same
- Strong attention to detail and excellent organizational skills.
- Must encourage and foster cooperation and teamwork

**Experience:**

- A minimum of at least four years of customer service (required)
- A minimum of at least one year of FMLA experience (preferred)
- A minimum of at least one year of Benefits experience (required)

**Education:**

- Bachelor's Degree in Human Resources or related field (required)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk
- Some independent travel may be required

**Disclaimer:**

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

**Review/Approvals:**

	Date		Date
Employee		Immediate Supervisor	

Human Resources	Date



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***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***