



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

<i>Position Title:</i>	Benefits Specialist
<i>Payroll/Personnel Type:</i>	12 Month
<i>Reports to:</i>	Executive Director of Human Resources

Position Summary:

As Benefits Specialist, candidate will be responsible for managing, implementing and communicating the district's employee benefits program. Key responsibilities include but are not limited to administering health, welfare and retirement plans, managing vendor relationships and ensuring programs meet employee needs, comply with legal requirements, and are cost effective.

Essential Functions:

- Manage the day-to-day administration of our employee benefits program
- Develop new, more cost effective administration systems for employee benefit plans
- Supervise professional, technical, and clerical staff engaged in performing tasks related to the employee benefits program
- Work closely with plan administrators and carriers to resolve employee issues and benefit appeals submitted by ADP
- Coordinate and document benefit plan renewals, contract negotiations, RFP/RFI proposal, plan interpretation for the districts' future plan year
- Investigate/research employee benefit eligibility issues and/or discrepancies
- Reconcile premium payments and resolves issues regarding employee payroll benefit deductions
- Coordinate transfer of district employment data to external contacts for services, premiums and benefits plan administration
- Responsible for uploading TPA and other vendor reports/invoices from vendor secured websites and downloading information to district's shared drive
- Upload SLPS payroll backfeed file and FSA files from the ADP secured website
- Create/process batches in SAP system to ensure appropriate benefit elections/changes are processed prior to end of each payroll
- Reconcile and pay STD/LTD disability premiums
- Present benefits program to new employees
- Manage annual open enrollment process
- Performs other duties as assigned

Experience:

- 5-7 years benefits planning and administration
- 5-7 years managing direct reports

Education:

- Bachelor's degree (preferably a Master's) in HR Management or related field



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Knowledge, Skills and Abilities:

- Working knowledge of plan design
- Comprehensive knowledge and understanding of pertinent federal and state regulations including, ERISA, COBRA, HIPAA and section 125
- Excellent written and verbal skills
- Ability to manage multiple task under deadlines

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 signification degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

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:

Employee

Date

Immediate Specialist

Date

Human Resources

Date

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.