

## Job Class Specification

Title:	Benefits Assistant
Job Code:	416750
Bargaining Unit(s)/Grade:	ASFCME Grade 28/Non Represented Grade 5
FLSA Status:	Non-Exempt
Safety Sensitive:	No
Competency Model:	Individual Contributor
Career Family:	Human Resources

### **Summary**

Provides administrative and employee services support for the Benefits group. Responsible for benefit vendor, retiree and leave of absence billings, enrollments/changes with vendors, completes financial reconciliations, collects and verifies documentation for status changes and dependent audits, manages forms and supplies, responsible for benefit files, coordinates mailings and supports benefits team as needed.

### **Essential Responsibilities\***

In addition to regular attendance, the following responsibilities are typical of the duties performed by incumbents in this job class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the position.

- Processes and coordinates benefit billings and payment of premiums to vendors (health, dental, life insurance, etc) and transmits interface files to vendors (flex spending; retiree information to Vanco).
- Conducts monthly financial reconciliation between PeopleSoft and vendors; Updates system and vendors as needed. Monitors premium payments for retirees, COBRA recipients, leaves of absence, etc.
- Balances and verifies bi-weekly payment requests from FSA vendor and request payment; Monitors year-to-date balances of the FSA; Audits various billings for accuracy, researches and reconciles errors.
- Maintains benefit plan materials and files; tracks usage of materials and all forms, booklets and other materials are current and adequately in stock; Replace materials as contracts and plans change; Maintain an archive of past materials to support historical analyses.
- Coordinate mass mailings to participants.
- Participate in benefits administration activities, phone back-up, filing; assists benefit team members with correspondence, mailings, etc; .
- Maintains participant and retiree files with the appropriate documentation; Gathers and files documentation for status changes and dependent audits.
- Completes PeopleSoft data entry.
- Other duties assigned or apparent.

### **Non Essential Responsibilities**

- Assist in various projects as needed.

### **Qualifications**

Education	HS/GED.
Experience	2-3 years' experience in a human resources or payroll setting.
License Requirements	None.

Knowledge, Skills and Abilities Required:

Technical	Basic knowledge of benefits administration.
Computer	Basic proficiency with Microsoft Word. Intermediate Excel skills.
Language	Level 3. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or clients.
Math	Level 3. Ability to calculate figures and amounts such as discounts, interest and percentages. Ability to apply concepts of basic algebra and geometry.
Human Relations	Level 1. Requires the skill to provide basic client services to the public and other agencies within the organization. Requires tact, courtesy and cooperation in dealings with others where the primary purpose is the exchange of information. Promotes an equitable, positive and respectful work environment that values cultural and diversity among all employees

**Work Environment**

Work is performed in a standard office setting. Some positions may require travel between primary work site to other sites.

**Physical Requirements**

Regularly required to sit for long periods, stand/walk occasionally, speak, hear normal conversation and telephone ring tones, operate a computer and other office equipment, reach with hands/arms frequently below chest height and occasionally overhead, must occasionally lift/carry/push/pull up to 10 pounds, must have adequate close vision for reading and computer work.

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\* The job responsibilities listed are typical of the positions included in the job classification; however, not all duties are necessarily performed by each specific position.