

**GREGORY-PORTLAND INDEPENDENT SCHOOL DISTRICT  
JOB DESCRIPTION**

**Job Title:** Benefits Specialist

**Wage/Hour Status:** Nonexempt

**Reports to:** Payroll Supervisor

**Clerical/Technical Pay Grade:** 7 (226)

**Dept./School:** Payroll Department

**Date Revised:** 03/31/22

---

**Primary Purpose:**

Coordinate the employee benefits program for the district. Maintain records and help employees to ensure effective use of benefits.

Manage the district's risk management operation. Ensure that measures are taken to minimize risk and prevent loss or injury of district employee's and property.

**Qualifications:**

**Education/Certification:**

High school diploma or GED

**Special Knowledge/Skills:**

Knowledge of administration of employee benefits programs and applicable laws  
Ability to interpret and disseminate insurance and benefits information to individuals and groups

Strong organizational, communication, and interpersonal skills

Ability to effectively present information in one-on-one and to small and large groups of employees

Knowledge of risk management program development

Knowledge of Texas workers' compensation and insurance statutes and codes

Ability to implement policy and procedures

Proficiency in keyboarding and file maintenance

Ability to use software to develop spreadsheets, databases, and do word processing

Knowledge of basic accounting principles

**Experience:**

At least on year of experience in benefits administration, insurance administration, or related field

**Major Responsibilities and Duties:**

**Benefits Administration**

1. Administer employee benefit programs such as group health insurance, dental, life, and medical reimbursement.
2. Handle employee benefit inquiries and complaints to ensure quick, equitable, and courteous resolution. Act as liaison between employees and insurance carrier's claims office and resolve administrative problems with insurance carrier representatives.
3. Provide timely notice to employees under the requirements of the Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability and Accountability Act (HIPAA), and

Affordable Care Act (ACA) including issuing certificates of coverage for all medical plans for all terminated employees and dependents.

4. Assist in conducting benefits orientation meetings and enrollment of new employees in benefit plans.
5. Assist with annual open enrollment process, including making group presentations and preparing, distributing, and receiving materials and forms. Process all employee benefit enrollment and change forms within required time limits to meet payroll deadlines.

### **Records, Reports, and Correspondence**

6. Prepare and verify monthly premium statements for all group insurance policies. Balance and submit billing statements to accounting for payment.
7. Maintain all benefits-related records including statistical data relative to premiums and cost. Assist with required data entry and preparation of reports.
8. Assist with preparation of benefits handbook, including word processing, coordinating printing, and distribution.
9. Maintain and distribute insurance forms and supplies to campuses and other district buildings.
10. Compile, maintain, and file all reports, records, and other documents as required.
11. Maintain confidentiality of information.

### **Risk Management**

12. Direct and manage the district's risk management, loss control, and safety programs.
13. Advise upper management on issues related to loss exposure and accompanying risk to assets and employees. Recommend strategies to reduce risk and loss exposures and their related costs.
14. Take a leadership role in analyzing and negotiating workers' compensation and property and casualty insurance policies and make sound recommendations for selection of insurance brokers and carriers.
15. Work with brokers, insurers, service providers, and district personnel on the design, implementation, and monitoring of safety, loss prevention, and claims administration programs for the district.
16. Review and respond to all unemployment claims. Serve as district representative for Texas Workforce Commission (TWC) and Texas Department of Insurance, Division of Workers' Compensation (DWC) hearings. Adjust claims or work in defense and settlement of claims against the district.
17. Ensure that inspections are conducted on a regular basis and conditions are assessed for risk, hazards identified, and recommendations are made to principals and supervisors to correct unsafe conditions.
18. Provide safety guidelines and training for district staff. Develop and manage safety incentive plans to reduce accidents and promote loss prevention programs.
19. Work with insurance carriers to address property loss claims filed by the district.

**Policy, Reports, and Law**

- 20. Monitor and review periodic claims and reports and provide trend analysis for all lines of insurance coverage.
- 21. Implement the policies established by federal and state law, State Board of Education rule, and local board policy in area of risk management. Recommend sound policies to improve program.
- 22. Compile, maintain, and file all reports, records, and other documents required.
- 23. Follow district safety protocols and emergency procedures.
- 24. Develop training options and/or improvement plans to ensure exemplary risk management operations.

**Other**

- 25. Follow district safety protocols and emergency procedures.
- 26. Has regular in person attendance and complies with notification procedures for absences.
- 27. Other duties as assigned.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Standard office equipment, including computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent repetitive hand motions; frequent keyboarding and use of mouse

**Lifting:** Occasional light lifting and carrying (under 15 pounds)

**Environment:** Work is performed in an office setting; may require occasional irregular and/or prolonged hours

**Mental Demands:** Maintain emotional control under stress; work with frequent interruptions

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor/Administrator Date: \_\_\_\_\_