



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Health Benefits Specialist
Department: Human Resources
Reports To: Director of Human Resources
Salary Guide: Non-Affiliate A; Twelve-month position
Prepared Date: 13 December 2022

Position Summary: Provides customer service support and coordination to district employees for health benefits by providing accurate and timely advice on human resources benefit questions and concerns.

Qualifications: Associates degree; a minimum of one to two years of related experience and/or training; or equivalent combination of education and experience. Has knowledge of automated office equipment and possesses excellent word processing, spreadsheets and information management skills, in addition to strong analytical, communication, and human relations' skills.

Essential Duties: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Duties and Responsibilities:

- Maintain responsibility for accurate processing of benefits for present employees, new hires, employees going through assignment changes, eligible dependents, and retirees.
- Compile and maintain detailed records for use in the employee benefit administration.
- Coordinate and facilitate new employee orientations.
- Maintain knowledge of the policies and procedures governing the district's contracted health insurance companies and plans.
- Maintain knowledge of laws and regulations governing employee health insurance coverage.
- Act as a liaison between staff, the insurance broker, and medical plan companies to resolve issues concerning employee's coverage and claims.

- Update changes to the medical plans on a daily basis: i.e., marriage, births, divorce, deaths, dependents, and other changes as requested by the employees or required by the plans or collective bargaining agreements/board policy.
- Formulate announcements/notices for employees as necessary, i.e., open enrollment, end of dependent coverage, changes in plans, etc.
- Research and compile detailed data from the records each month for the waiver/option reimbursements and the 125 Plan payment reports for payroll.
- Compile data or information for reports as needed by the Director of Human Resources.
- Analyze cost of health benefits options under consideration in labor negotiations.
- Make recommendations on negotiation issues concerning health benefits.
- Advise administration with respect to employee grievances and/or complaints concerning health insurance coverage or claims.
- Check “open” medical applications against the monthly bill from each of the five medical plan companies. Correct any errors that occur.
- Enter or update the employee medical plans and/or changes into the personnel database.
- Determine applicable employee contribution amounts.
- Coordinate all phases of the *COBRA* Program on a timely basis.
- Prepare all reports required for compliance with applicable laws and regulations.
- Complete reports on a quarterly basis to our 125 Plan Administrator as requested and required by the IRS.
- Perform all other duties as may be assigned by the Director of Human Resources.

COMPUTER SKILLS

Proficient in computer applications pertinent to support the position, including but not limited to Microsoft Word, Excel, Access, PowerPoint and personnel software such as Genesis Staff Management. Must have ability to problem solve, analyze data and work with spreadsheets.

EVALUATION

Performance in this position will be evaluated annually in accordance with the board’s policy on supervision and evaluation of non-certificated personnel by the director of human resources.

WORK ENVIRONMENT

Physical Demands include the ability to remain in a stationary position when necessary, occasionally move about the building to access colleagues and/or supplies. Ability to operate a computer and/or other office machinery. Must be able to securely file confidential documents. Ability to communicate verbally, and in writing via technology devices or handwritten correspondence. Reasonable accommodations may be made to enable individuals with disabilities through an interactive process of determining essential duty task completion options.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 12/13/2022

Certified by: C. J. Cornella
Director for Human Resources