

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

REPORTS TO Director of Benefits & Wellness

GENERAL RESPONSIBILITIES

1. Administers the district's various employee benefit plans such as life, health, dental, and vision insurance, the Florida Retirement System (FRS) plan, IRS Section 125 plan, Family Medical Leaves (FMLA) and other benefit programs.

SPECIFIC RESPONSIBILITIES

1. Enrolls new employees in benefit plans and provides benefits orientation.
2. Prepares and distributes informational materials and conducts employee seminars to disseminate information on a timely basis; notifies employees and labor union representatives of changes in benefit programs.
3. Provides guidance to employees and dependents upon separation from the district to include retirement processing, health care continuation, and compliance with all other federal and state requirements; coordinates the billing of benefits in conjunction with federal and state requirements, district policy, and appropriate collective bargaining agreements.
4. Processes status changes, and reviews and approves the claim reports.
5. Processes open enrollment benefit plan transfers.
6. Maintains vendor contact to investigate discrepancies and provide information in non-routine situations; functions as the employee liaison for the resolution of all non-routine benefit claim problems.
7. Provides vendors appropriate documentation for life, pension, and disability benefits claims; maintains enrollment data for all benefit programs; reviews and approves vendor payments on a timely basis.
8. Evaluates and compares existing employee benefits with those of other employers by analyzing other plans, surveys, and other sources of information.
9. Analyzes results of comparisons and surveys and develops specific recommendations

regarding benefit and/or premium changes for review by administration.

10. Analyzes employee utilization of current benefits and develops specific recommendations for review by administration.
11. Maintains employee benefit files and other record keeping.
12. Assists with developing the benefit department's annual budget and monitors the budget on a monthly basis.
13. Coordinates and works with the state and independent auditors, and files the actuarial certification as required by law.
14. Files appropriate annual reports as required by law including retiree insurance, end of year plan filing (Florida Statutes section 112), and all other required filings.
15. Functions as a resource to various committees studying employee benefits.
16. Performs such other duties as assigned.