



BENEFITS SPECIALIST

JC: 000275

PG: NRH036

FLSA: Non-Exempt

BU: 9 (NR)

Created: June 2019

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general supervision, performs administrative and/or technical functions related to benefits-related information for new hires, terminations, transfers, part-time to full-time and retirees, and administers the COBRA process and the District's retirement benefit program; provides responsible office assistance in support of administrative and business functions; and performs related work as assigned.

CLASS CHARACTERISTICS

This paraprofessional specialist level classification is responsible for providing general to semi-complex work in a specialized area or discipline. Work is typically performed within established policies and procedures and is typically reviewed by supervisors or lead workers. This classification is distinguished from the Senior Benefits Analyst in the latter is the advanced journey level classification within the Benefits Analyst series and is responsible for administering the District's health, welfare, and wellness benefits programs.

REPORTS TO

Manager of HRIS and Benefits or designee.

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Performs administrative and/or technical functions related to benefits-related information for new hires, terminations, transfers, part-time to full-time and retirees, and administers the COBRA process and the District's retirement benefit program.
2. Prepares new hire benefit packages, conducts new hire orientation and intake of on-boarding documents; processes appropriate paperwork/forms related to services.
3. Assists with the annual retirement plan audit and health and welfare open enrollment process.
4. Administer the COBRA process including distribution of COBRA communication; process COBRA participant election; coordinate enrollment and billing with Accounting.

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5. Administers employee withdrawal from the District's 457 Deferred Compensation program; assist with the District's Investment Plans Committee tax form reporting process.
6. Provides customer service to internal and external applicants; serves as primary contact for benefit-related inquiries related to the District's health, welfare and wellness benefits programs.
7. Coordinate the District's benefit-related and retirement program meetings with vendors; and process invoices as required.
8. Provides recommendations based on department professional objectives and activities.
9. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and procedures for employment benefits
- Bid process and union requirements
- Employment laws, labor laws, and government regulations regarding new hire documents
- Personnel information systems
- Principles and practices of administrative/clerical support for the day-to-day operations of a function or department
- Office management practices and procedures including the operation of standard office equipment
- Correct English usage, including spelling, grammar, and punctuation
- Basic business data processing principles and the use of on-line computer equipment

Skill/Ability in:

- Preparing clear and concise written reports and correspondence
- Researching and summarizing various materials
- Reading and interpreting rules, policies and procedures
- Composing routine correspondence from brief instructions
- Using initiative and sound independent judgment within established guidelines
- Operating standard office equipment including a word processor and an on-line computer system
- Maintaining accurate records and files
- Completing large volume data entry
- Arranging information in a particular pattern
- Troubleshooting and resolving operating problems
- Speaking to diverse audience
- Managing confidential information
- Establishing and maintaining effective working relationships with those contacted in the course of the work

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MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma, GED or recognized equivalent.

Experience:

One (1) to three (3) years of professional verifiable experience in benefits or human resources support, administrative support, or related experience.

WORKING CONDITIONS

Environment Conditions:

Office environment; exposure to computer screens

Physical Conditions:

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

BART EEO-1 Job Group: 6000 – Clerical

Census Code: 5940 – Miscellaneous Office/Administrative Support Workers

Safety Sensitive: No