



Longview Independent School District

JOB DESCRIPTION

BENEFITS CLERK/LEAVE SPECIALIST

JOB TITLE:	Benefits Clerk/ Leave Specialist	WAGE/HOUR STATUS:	Non-Exempt
REPORTS TO:	Chief Financial Officer	TERMS:	226 Days
DEPARTMENT:	Business	PAY GRADE:	Clerical/Par 7

PRIMARY PURPOSE:

Facilitate communication regarding Employee Benefits to new and current employees; assist with enrollment, benefits processing; district liaison with all benefits third-party administrators; implement district leave program according to established policies, rules, and regulations; process and provide timely notification and communication to employees and supervisors regarding leaves and absences

QUALIFICATIONS:

Education/Certification:

College coursework in accounting, finance, management, or business preferred

Experience:

Three or more years experience in insurance management, payroll or Human Resources

Special Knowledge/Skills:

- Strong analytical, organizational, communication and interpersonal skills
- Ability to analyze, calculate, coordinate, and disseminate highly technical information
- Thorough knowledge of federal, state, and local school accounting/payroll procedures
- Ability to manage and coordinate diverse functions through department/campus administrators
- Knowledge in the areas of insurance programs, COBRA, Cafeteria Plans, 403(b) programs
- Effective oral and written communication skills
- Proficient with computers and software packages: Skyward, Microsoft Word, Excel, and ten-key
- Knowledge of administration of leave programs and applicable laws
- Ability to interpret and disseminate information to individuals and groups



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MAJOR RESPONSIBILITIES AND DUTIES:

1. Serve as liaison for and coordinate activities of staff enrollment into employee benefit programs
2. Act as employee advocate with plan providers, when necessary
3. Provide educational opportunities relative to benefit options
4. Provide up to date information for Web-site information page and survey of staff opinion
5. Reconcile TRS and Workman's Comp billing on a monthly basis
6. Ensure Audit 403(b) compliance with Federal Regulations; implement and maintain follow-up program
7. Assist with personnel / payroll requirements for end of year close
8. Administer COBRA benefits for district or work with district's third party administrators
9. Reconcile benefits processing with payroll process
10. Develop a procedure manual for benefits processing
11. Maintain a positive and effective relationship with supervisors, peers and district staff
12. Comply with all district routines and regulations
13. Develop needed professional skills appropriate to job assignment
14. Demonstrate behavior that is professional, ethical, and responsible
15. Process all long-term absences according to established guidelines including determining eligibility for various leave programs (e.g., family medical leave and temporary disability leave) and providing employees with appropriate and timely notice
16. Counsel with employees and supervisors concerning leave benefits and provide employees with accurate information related to absences such as deductions from pay, medical certification requirements, return-to-work dates, and fitness-for-duty requirements



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MAJOR RESPONSIBILITIES AND DUTIES: (continued)

17. Work cooperatively with payroll department to process and coordinate all employee leaves and absences, including those relating to workers' compensation claims
18. Work with campus and departmental administrative staff to process daily absence reports
19. Track absence data and provide campus principals, other department heads, and others with trend reports
20. Prepare correspondence, forms, and reports according to district standards and requirements
21. Maintain employee leave records, including confidential medical information in accordance with federal and state laws and regulations and district policies and procedures
22. Compile, maintain and file all reports, records, and other documents as required
23. Comply with district policies, as well as state and federal laws and regulations
24. Adhere to the district's safety policies and procedures
25. Maintain confidentiality in the conduct of district business
26. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
27. Demonstrate regular and prompt attendance
28. Other duties as assigned

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Copier, personal computer and appropriate software, typewriter, printer, calculator, fax machine and audio-visual equipment



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WORKING CONDITIONS:

Mental Demands:

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; coordinate district-wide curriculum functions; interpret policy, procedures, and data

Physical Demands/Environmental Factors:

Repetitive hand motions; prolonged use of computer terminal possible; occasional district-wide travel; occasional statewide travel; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus

EVALUATION:

Paraprofessional Evaluation

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: _____

Signature: _____ Date: _____

ESTABLISHED/REVISED: MAY, 2020