



NEW: Submitted:
03/29/2023 03/28/2023

JOB TITLE:	TECHNICIAN EMPLOYEE BENEFITS
DIVISION	HUMAN RESOURCES
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	7675
BARGAINING UNIT:	CLAB

SCOPE OF RESPONSIBILITIES

Responsible for maintaining compliance with the employee shared responsibility portion of the Affordable Care Act including tracking hours, eligibility, and the production/distribution of annual Form 1095-C and IRS 1094-C transmittal. Oversees the monthly retirement processing for monthly retirements, as well as providing reconciliation and payment of employee benefit premiums. Provides support to the JCPS Benefit vendors by maintaining accurate data and ensuring all records are up to date.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Completes the employer section of the disability retirement application paperwork for all Classified personnel enrolled in the County Employee's Retirement System (CERS)
- Calculates, prepares, and submits the Affordable Care Act monthly snapshot and offers of coverage
- Assumes responsibility for the monthly new hire reconciliation, ensuring all benefits eligible new hires receive benefits information and are enrolled
- Maintains compliance with the employer shared responsibility portion of the Affordable Care Act including tracking hours and eligibility
- Produces and distributes the annual Form 1095-C and IRS 1094-C transmittal under the direction of the Benefits manager
- Produces reports and analyzes the data to ensure employer compliance with all benefit programs
- Reviews, approves, and meets all deadlines for monthly retirement processing
- Calculates and processes all District paid employee benefit premiums and processes the payments
- Processes applications and enroll employees in self-administered ancillary benefit programs
- Reconciles and processes payments for the district's occupational medicine provider services
- Ensures that required benefits documentation is received and maintained in accordance with record retention
- Performs self-directed data research and in-depth troubleshooting; works collaboratively with other HR team members and benefit vendors to effectively maintain accurate data
- Provides information to employees, other departments and benefit vendors applying significant knowledge of district policies and procedures
- Performs training activities related to the function of the employee benefit advisors, including all supplemental functions, when new processes are added, when present employees need assistance, and/or when new employees are hired
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three years of human resources experience

Ability to maintain accurate records and meet established deadlines

Ability to work well in a team environment

Ability to communicate in a professional, effective manner

DESIRABLE QUALIFICATIONS

General knowledge of ERISA, HIPAA, COBRA, FMLA, ADA and other regulations governing employee benefits

General knowledge of state and federal employment laws

Experience in a diverse workplace