



## Admin Asst 7 / Dist Benefits

### Purpose Statement

The job of Admin Asst 7 / Dist Benefits is done for the purpose/s of assisting with aspects of employee benefits and benefit information; resolving insurance, retirement, reporting and reconciliation problems; assisting in coordinating flexible spending accounts with provider; providing information to new and current employees; coordinating with the District payroll coordinator; and ensuring accurate employee insurance coverage and billing.

This job reports to HR Benefits Director

### Essential Functions

- Assists with the processing of benefit documents (e.g. new enrollment packets, change forms, open enrollment forms, etc.) for the purpose of providing documents to vendors and employees in a timely manner.
- Assists in researching discrepancies in benefit information and/or documentation (e.g. time sheets, leave time, etc.) for the purpose of ensuring accuracy and adherence to procedures.
- Assists with organizing a variety of benefits information, files, and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Attends department and/or inservice meetings, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Compiles detailed reports for benefits related to work assignments for the purpose of providing required documentation and/or processing information.
- Completes benefits verifications from outside sources in a timely manner (e.g. reporting pay, working dates, tax, insurance offers, etc.) for the purpose of assisting employees' needs for insurance verifications - insurance/benefits doc., DWS, etc.
- Performs a variety of office support staff activities (e.g. communications, copying, faxing mailings, correspondence, etc.) for the purpose of providing employee information, office support and ensuring the efficient and effective functioning of the work unit.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares leave reporting for the purpose of providing written support and/or conveying information.
- Processes, reviews, and verifies all leave types for all District employees (e.g. time sheets, withholding information, employee contributions, etc.) for the purpose of accurate reporting of all absences.

### Job Requirements: Minimum Qualifications

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles and techniques involved in payroll preparation,

monitoring and control; labor contracts and their impact on payroll; and State Education Codes and other applicable laws.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team with detailed information/data and frequent interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is desired.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing:**

Pre-Employment Proficiency Test

**Certificates and Licenses**

**Continuing Educ. / Training:**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 6