

BENEFITS SPECIALIST

GRADE 34

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs difficult professional and technical work for the School Division and Local Government in managing, evaluating and communicating benefits programs. Does related work as required.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinating the administration of various benefits and programs including medical and dental insurance, VRS retirement, voluntary deductions, etc.; answering questions regarding policies and procedures; preparing and maintaining related records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Analyzes, designs and administers employee benefits programs, such as medical, dental, retirement, life and disability insurance plans.
- Partners with benefit consultants in researching, evaluating, and designing benefit plans and programs.
- Ensures compliance with State and Federal regulations, including but not limited to, the Consolidated Omnibus Reconciliation Act (COBRA) Health Insurance Portability and Accountability Act (HIPAA) program
- Ensures that benefit program practices are in compliance with Board of Supervisors and School Board policies.
- Oversees development and delivery of benefit program communications, which may include small or large group presentations.
- Manages open enrollment process.
- Assists with and may oversee the evaluation and selection of new vendors, including leading and/or participating in RFP processes.
- Serves as subject matter expert and internal consultant to senior leaders, supervisors and employees on benefit issues and regulatory changes; Advises individuals or groups of employees on complex, problematic or sensitive benefit issues.
- Counsels employees and retirees about service and/or disability retirement issues.
- Develops recommendations for benefits changes based on external market conditions and trends and internal needs.
- Stays current with and evaluates or assists in the evaluations of market trends; identifies and assesses trends and best practices for benefits strategies.
- Provides recommendations for programs, policies, practices and processes associated with meeting the strategic goals of the County and School Division.
- Participates in cross-functional teams as assigned.
- Conducts new hire orientation.
- Assists with multiple events regarding overall benefit package such as health and wellness fair.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles and practices of human resource management. Thorough knowledge of the benefits administration. Ability to analyze and solve complex human resources problems. Ability to communicate complex idea effectively both orally and in writing. Thorough knowledge of the principles, practices, and techniques of public or business administration; thorough knowledge of cost/benefit, forecasting and statistical techniques; ability to devise detailed procedures and methodology. Understanding of employee development and professional growth. Complete understanding of state and federal employment laws and regulations. Intermediate software skills including Microsoft Office Suite and HR information system. Ability to maintain confidentiality of employee information; ability to organize and perform work independently; ability to follow instructions both verbally and written; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to an accredited community college with major course work in personnel management or related field and some personnel experience involving insurance.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires stooping, kneeling, reaching, standing, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Required to be a Notary Public. Must pass a criminal background check and credit history check.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding [employees, students, patients, inmates, and the public]. In addition, I acknowledge and understand that I may have access to proprietary or other confidential business information belonging to Fauquier County. Therefore, except as required by law, I agree that I will not:

- Access data that is unrelated to my job duties at Fauquier County.
- Disclose to any other person, or allow any other person to any information related to Fauquier County that is proprietary or confidential and/or pertains to [employees, students, patients, inmates, the public]. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes, and/or another transmission or sharing of data.

I understand that Fauquier County and its [employees, students, patients, inmates, the public], staff or others may suffer irreparable harm by disclosure of proprietary or confidential information and that Fauquier County may seek legal remedies available to it should such disclosure occur. Further, I understand that violations of this agreement may result in disciplinary action up to, and including, termination of employment.

I have reviewed my job description with my supervisor and understand the duties assigned to me and the measures to which I will be held accountable

Date_____	Name_____
	Signature_____
Date_____	Supervisor_____
	Signature_____

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