

SCHOOL DISTRICT OF ALACHUA COUNTY

SPECIALIST -- INSURANCE

JOB DESCRIPTION

FLSA:	Non-Exempt	BARGAINING UNIT ELIGIBILITY:	Yes
PAY GRADE:	25	SALARY SCHEDULE:	Education Support Professionals

QUALIFICATIONS:

- (1) Bachelor's Degree in Business Administration or related field from an approved accredited educational institution; or
- (2) High School Diploma or GED and a minimum of two (2) years successful experience in insurance or benefits.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the practices and procedures involved in insurance claims and employee benefits processing. Knowledge of modern office practices and procedures. Ability to make mathematical computations with reasonable speed and accuracy. Ability to prepare concise and comprehensive reports. Ability to communicate effectively both orally and in writing. Knowledge of the organization and personnel of the District. Skill in use of computer applications. Ability to establish and maintain effective working relationships District and school staff, administrators, and outside agencies.

REPORTS TO:

Coordinator -- Benefits

JOB GOAL

To provide efficient and effective support services in the administration of the District's insurance programs.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- *(1) Provide general administrative assistance to the Risk Manager.
- *(2) Maintain files on all employees covered as assigned.
- *(3) Conduct employee orientations pertaining to employee benefit programs.
- *(4) Process health, life, and fringe benefits enrollment applications.
- *(5) Process death claims.
- *(6) Process status changes as defined by the IRS.
- *(7) Process beneficiary changes.
- *(8) Participate in Retiree Workshops related to insurance plans available.
- *(9) Process manual payments and monthly statements.
- *(10) Update and maintain health and life insurance summary reports.
- *(11) Organize the open enrollment for fringe benefit plans as assigned.
- *(12) Assist employees with health and life insurance issues and troubleshooting claims.
- *(13) Serve on school/district committees as required or appropriate.

SPECIALIST -- INSURANCE (Continued)

- *(14) Adhere to applicable safety standards.
- *(15) Attend all staff meetings and workshops.
- *(16) Assist with maintaining a clean and orderly environment.
- *(17) Be knowledgeable of and adhere to Board policies and departmental procedures.
- *(18) Communicate effectively with the public, staff members, parents, students, administrators and other contact persons using tact and good judgment.
- *(19) Demonstrate initiative in identifying potential problems or opportunities for improvement. Keep supervisor informed of potential problems or unusual events.
- *(20) Demonstrate initiative in the performance of assigned responsibilities.
- *(21) Demonstrate support for the school district and its goals and priorities.
- *(22) Exhibit interpersonal skills to work as an effective team member.
- *(23) Follow attendance, punctuality and proper dress rules.
- *(24) Maintain confidentiality regarding school/workplace matters.
- *(25) Maintain expertise in assigned area.
- *(26) Manage time efficiently.
- *(27) Model and maintain high ethical standards.
- *(28) Participate in cross-training activities as required.
- *(29) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
- *(30) Prepare all required reports and maintain updated and accurate records.
- *(31) Represent the District in a positive and professional manner.
- *(32) Respond to inquiries and concerns in a timely manner.
- (33) Perform other duties as assigned.
- *(34) May be required to work beyond the 40-hour week.

**Essential Performance Responsibilities*

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

- Salary and benefits shall be paid consistent with the Board's approved salary schedule.
- Length of the work year and hours of employment shall be those established by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Addendum No. 05

Adopted 8/2/11