SOCORRO INDEPENDENT SCHOOL DISTRICT
Department of Human Resources

JOB DESCRIPTION

Job Title: Administrative Specialist I Employee Benefits
Salary Block: 306

Reports To: Director of Human Resources/Employee Benefits
Terms of Employment: 226 Days

Exemption Status: Non-Exempt

Primary Purpose:
The primary duties of this employee are to provide secretarial and administrative assistant support.

Qualifications:

Education/Certification:
- High school diploma or equivalent

Special Knowledge/Skills:
- Must possess clerical and computer skills
- Demonstrate minimum proficiency in filing
- Demonstrate ability to effectively communicate with employees and the general public
- Demonstrated knowledge in Human Resources

Experience:
- A minimum of three (3) years of Human Resources benefits experience, preferred

Major Responsibilities and Duties:
1. Performs bookkeeping tasks and/or secretarial duties including typing, data entry, correspondence, filing, placing and receiving calls and visitors, new equipment set-up orders and scheduling appointments.
2. Orders and maintains supplies, maintains records/quotations of purchase orders, and updates inventory of equipment.
3. Assumes responsibility for ordering supplies for all employee benefits programs as needed.
4. Works with appropriate personnel to schedule use of the meeting rooms for various meetings, seminars and workshops.
5. Assumes responsibility for ordering food, submitting requests for equipment set-up, and requesting tables/chairs set up.
6. Assumes responsibility for preparation and distribution of materials and handouts as needed.
7. Serves as secretary for Employee Benefits Committee.
8. Sets up meetings, prepares and distributes all materials relating to the meeting.
9. Takes and distributes minutes.
10. Maintains the sign in sheet and the distribution list for all members
11. Greets visitors courteously, determines needs, directs or escorts them to proper person, and ensures confidentiality of information.
12. Maintains inventory of all materials (I.D cards, forms, brochures, etc.) for district-provided insurances as well as voluntary benefits.
13. Receives and distributes all materials to employees eligible for these benefits as needed.
14. Assumes responsibility for scheduling donation of sick leave monthly meetings and distributes committee response to appropriate personnel.

ADOPTED: 2-6-90   AMENDED: 3-2-93, 9-6-94, 11-7-02, 11-11-02, 8-4-04, 3-7-07, 5-8-07, 8-20-07, 10-10-07, 9-8-09, 2-7-12, 10-5-16
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15. Assists with various tasks as assigned during Annual Open Enrollment to include assisting employees in enrolling in benefits, preparing packets, mailings, and other duties as assigned.

16. Serves as backup in new hire orientation to include enrolling and explaining benefits package to new district employees during orientation.

17. Accepts and records payments received; makes appropriate postings.

18. Enters all employee benefit payroll deductions pertaining to employee enrollment changes in an accurate and timely manner. Coordinates all payroll deduction information with the payroll department prior to running semi-monthly and monthly payrolls.

19. Validates all work related injuries and provides appropriate information to medical institutions and other providers.

20. Processes return to duty permits for Workers’ Compensation Program.

21. Informs Employee Benefits Specialist of any corrections on voluntary deductions needed on employees who are out on leave.

22. Reconciles medical TPA billing and eligibility file to ensure that it coincides with new hires, cancellations, resignations, and monthly enrollment changes.

23. Makes necessary corrections on employee deductions to ensure that they coincide with insurance coverage selected.

24. Reconciles monies due and owed by the District.

25. Supports the goals and objectives of the school district and follows all district policies.

26. Assists with various aspects of administering the District’s employee benefits plans as assigned.

27. Upholds and adheres to safety rules and policies of the SISD safety program.

28. Supports the goals and objectives of the school district and follows all district policies.

29. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption of district operations.

30. Performs any other duties as assigned by the appropriate supervisor.

31. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress.

Physical Demands/Environmental Factors: Prolonged use of computer, works with frequent interruptions.

This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

_____________________________  ______________________________  __________________________
Employee Name (please print)    Signature                                      Date

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Socorro Independent School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District’s policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas, El Paso, TX 79928

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