

**BETHLEHEM AREA SCHOOL DISTRICT**  
**Bethlehem, Pennsylvania**

**TITLE:**                   **Benefits Assistant**

**REPORTS TO:**       **Manager of Human Resources**

**JOB SUMMARY:**     Administers employe benefits in all district operations. Provides special guidance and assistance to all schools on various employe benefit plans. Surveys industry and/or community to determine schools competitive position in employe benefits. Assists in developing and installing new approved or modified plans and employe benefit policies. Supervises administration of existing plans and develop cost control procedures to assure maximum coverage at the least possible cost to the district and employes.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Administers employe benefits program such as retirement plans, basic hospital, medical and major medical plans, term life insurance plans and temporary disability plans.
2. Maintains records and registers of employe insurance and benefits.
3. Reconciles insurance, hospitalization, health and welfare and other related billings.
4. Maintains accurate employe benefit plans enrollment records.
5. Maintains accurate employe payroll deduction records and processes appropriate payment to the entity. Ensures proper deduction of school district required co-payments.
6. Maintains knowledge of all laws and regulations affecting benefits administration.
7. Properly administers the requirements of all laws and regulations affecting employe benefits.
8. Knowledgeable about all bargaining unit contracts, agreements, and understandings affecting BASD employes and retirees and properly administers benefits according to the documents or practices.
9. Corresponds with medical personnel, employes and/or their dependents, government entities, and any other party and maintain proper documentation of such communication to properly administer benefit programs.
10. Handles benefit inquiries and complaints to ensure timely and equitable resolution between all parties.
11. Supervises maintenance of human resource, enrollment, application and claims records for all benefit plans.
12. Performs other duties as assigned.

**QUALIFICATIONS:** Three (3) years experience as a benefits specialist and/or equivalent experience. Bachelor degree in Human Resources or related field required. Specialized training in employe benefits required. Knowledge of employe benefits and legislation related to benefits required.

**REQUIREMENTS:** Valid Pennsylvania driver's license. Qualified medical examination as per Pennsylvania law. Valid criminal history check, child abuse clearance. Federal Bureau of Investigation criminal history investigation (if necessary).

**PHYSICAL DEMANDS:** Ability to reach above and below the waist, to use fingers to pick, feel and grasp objects, to use both hands for repetitive motion. Some bending and twisting of the body required. Ability to lift and/or carry supplies and/or papers weighing no more than 20 lbs. Ability to mostly sit with some standing, walking/moving throughout the work environment.

**SENSORY ABILITIES:** Visual acuity and auditory acuity.

**WORK ENVIRONMENT:** Typical office environment. Subject to inside environmental conditions.

**TEMPERAMENT:** Must possess excellent interpersonal skills. Must be cooperative, congenial, and service-oriented. Must be able to work in an environment with frequent interruptions.

**COGNITIVE ABILITY:** Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks and to exercise good judgment.

**SPECIFIC SKILLS:** Must possess computer skills, ability to operate various office equipment, and business and office management skills needed.

**CLASSIFICATION:** Support staff; Noninstructional Meet and Discuss; 12 month classification. Cabinet Code – C.

**EVALUATION:** Performance of the job will be evaluated annually in accordance with the Board's policy on evaluation.

*(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)*