Job Title: Leave/Benefits Specialist

Reports to: Assistant Superintendent of Human Resources and Student Services

Dept./School: Human Resources/Central Administration

Primary Purpose:

Coordinate the district leave, employee benefits, worker’s compensation and Sick Leave Bank programs according to established policy, rules, and regulations. Process and provide timely notification and communication with employees and supervisors regarding leaves and absences as well as insurance carrier regarding worker’s compensation claims. Maintain records and provide assistance to employees to ensure effective use of benefits.

Qualifications:

Education/Certification:
High school diploma or GED

Special Knowledge/Skills:
Knowledge of administration of leave programs and applicable laws
Ability to interpret and disseminate information to individuals and groups
Effective communication and interpersonal skills
Proficiency in keyboarding and file maintenance
Ability to use personal computer and software to develop spreadsheets, databases, and do word processing
Knowledge of basic accounting principles

Experience:
Three years experience in human resources, insurance, or closely related field

Major Responsibilities and Duties:

Leave Administration

1. Communicates with campus and departmental administrative staff to process absence reports.

2. Process all long-term absences, determine eligibility for various leave programs including Family and Medical Leave (FMLA) and temporary disability leave according to established guidelines, and provide employees with required timely notice.

3. Counsel with employees and supervisors concerning leave benefits and provide employees with accurate information on deductions from pay relating to absences, medical certification requirements, return-to-work dates, etc.

4. Work cooperatively with Finance department and risk management to process and coordinate all employee leaves and absences, including those relating to workers’ compensation claims and Sick Leave Bank.
5. Present information on leave benefits.

**Benefits Administration**

6. Administer employee benefit programs such as group health insurance, dental, life, and medical reimbursement.

7. Handle employee benefit inquiries to ensure quick, equitable, and courteous resolution.

8. Process employee benefit enrollment and change forms within required time limits to meet payroll deadlines.

9. Assist in conducting benefits orientation meetings and enrollment of new employees in benefit plans.

10. Assist with coordination of annual open enrollment process, including preparing, distributing, and receiving materials and forms.

**Workers’ Compensation Administration**

11. Receive and process accident reports and workers’ compensation claims and file all insurance forms and Texas Workers’ Compensation Commission (TWCC) reports in a timely manner, including wage statements, First Report of Injury, Supplement Report, and job information.

12. Establish and maintain contact with injured employees and provide assistance with claims and obtaining health care as appropriate.

13. Communicate with workers’ compensation insurance carrier, doctors, nurses, campuses, and health care providers to ensure appropriate processing of claims.

14. Work closely with campus and department secretaries, supervisors, and administrators to facilitate reporting work-related illnesses and injuries.

**Records, Reports, and Correspondence**

15. Prepare correspondence, forms, and reports, using personal computer.


17. Input, access, and compile data and assist with preparing reports on employee leave status, utilization of employee leave programs, and on worker’s compensation claims.

18. Prepare and submit information required for processing substitute teacher payroll.

**Other**


20. Work cooperatively with payroll and other HR staff to ensure accuracy of leave reports and substitute pay.

22. Responsible for volunteer/election process for Sick Leave Bank board members.

23. Other duties as assigned.

**Supervisory Duties:**

None.

**Equipment Used:**

Personal computer, printer, calculator, copier, scanner, shredder, and fax machine.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors:**
Work with frequent interruptions, maintain emotional control under stress. Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by __________________________ Date __________

Reviewed by __________________________ Date __________