



## POSITION DESCRIPTION

**TITLE:** Benefits Specialist  
**FLSA STATUS:** Non-Exempt

**CATEGORY:** Professional  
**GRADE:** C

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**JOB SUMMARY:** Under the direction of the Associate Director, is responsible for assisting in the daily coordination of the employee benefits program, including processing employee benefits, payroll-related transactions, preparing reports, and ensuring compliance with applicable laws and policies.

**In-person work on campus is an essential function of this position.**

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### ESSENTIAL FUNCTIONS:

### YEARLY PERCENT OF TIME

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|---|-----|
| 1. Enter data transactions and benefit enrollment for the Group Benefits Program (GBP) into the Employees Retirement System of Texas (ERS) system. Review and download daily File Transfer Protocol (FTP) reports from the ERS and upload data to the Human Resources Information System (HRIS) Banner system. Review and make financial adjustments to ensure appropriate deductions are taken and coordinate with the payroll department.   | 20% |
| 2. Assist and process the Teacher Retirement System of Texas (TRS) reports to include demographic and retiree reports. Research, assist, prepare, and upload monthly TRS reports to the TRS portal; process necessary financial adjustments and enter data into the HRIS Banner system. Process Affordable Care Act (ACA) reports.  | 20% |
| 3. Process and review all Personnel Action Records (PARs), Employment Action Records (EARs), and Faculty Assignments Action Forms (FAAFs) for GBP benefit eligibility. Enter benefits and retirement data into the HRIS Banner system and make appropriate adjustments to FICA and Medicare deductions; identify eligibility for retirement on either ORP or TRS. Process benefit terminations for all employee separations. Perform data entry for ERS, TRS, and other third-party administrators. | 15% |
| 4. Research, assist, and review employee eligibility status for employee-related leaves, leave without pay, leave under the Family and Medical Leave Act (FMLA), and retiree staff scholarships. Assist with the retiree process.   | 15% |
| 5. Schedule and conduct benefit orientations. Present benefits information at the new employee orientations (NEO), assist with benefit-related training, and during the annual benefit summer enrollment period.  | 15% |

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| 6. Review tuition reimbursement applications and submit for approval; process death and disability claims, medical support orders, and Medicare coordination of benefits.  | 15% |
| 7. Provide information from complex rules and regulations to employees to determine and assure that insurance changes are in accordance with the GBP rules; explain policies, laws, and procedures of the State group insurance program and retirement systems of the college. Provide vendor information for approved 403(b) pension providers, including vesting and contribution guidelines and information on the Employee Assistance Program. | 5%  |
| 8. Perform general office functions, including handling phones, completing forms and memos, reports, and letters; maintain files and disburse materials for internal and external release. Provide notary services; assist with the development and establishment of office routines.  | 5%  |
| 9. Perform other duties as assigned.   | 5%  |

**ESSENTIAL QUALIFICATIONS:**

**EDUCATION:** Bachelor's Degree.

**EXPERIENCE:** Three (3) years of related experience.

**CERTIFICATIONS/LICENSES:** Must be able to obtain a Notary Public Commission.

**SPECIAL CONDITIONS:**

1. This is a security-sensitive position as defined under the Texas Education Code, Section 51.215; the successful applicant will be required to undergo a criminal background check, as permitted and/or required by applicable law, and in accordance with the College's policies and procedures.

**SPECIAL SKILLS AND ABILITIES:**

**1. Skills/Abilities:**

- Ability to plan and organize multiple work activities to effectively meet deadlines;
- Effective communication skills, oral and written;
- Ability to develop and maintain successful working relationships with colleagues, management, and employees throughout the District;
- Ability to understand and effectively apply policies and procedures regarding benefits programs;
- Ability to use a considerable amount of discretion and independent judgment;
- Ability to perform mathematical computations;
- Ability to take initiative; maintain confidentiality and be reliable and dependable in the work environment;
- Experience in record keeping, analyzing detailed data, and working with numbers.
- Ability to deliver presentations to individuals or groups.

**2. Equipment Used:** Personal Computer and other equipment associated with an office environment.

**3. Software Used:** A variety of spreadsheets, word-processing, database, e-mail, and presentation software.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job successfully.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand, walk, climb, or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift or move up to 10 pounds and occasionally lift or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**INTERPERSONAL SKILLS:**

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

<b>POSITION TITLE:</b>	<b>Benefits Specialist</b>
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**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands and work environment factors described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feel				X
Reach with hands and arms				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions(non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold(non-weather)	X			
Extreme hot (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (Clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The intent of this job description is to provide a representative and level of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employee may be directed to perform job-related tasks other than those specifically present in this description.

*I certify that I have received a copy of this job description. I have read and understand the duties and responsibilities of this position.*

X \_\_\_\_\_  
*Employee Signature* *Date*