



BENEFITS SPECIALIST
Business Services - Lake Washington School District

POSITION DESCRIPTION:

Professional- Technical - Level G
Hours: 7:30 a.m. - 4:30 p.m.

SUMMARY:

The Benefit Specialist reports to the Leave and Benefit Supervisor and supports the administration of employee benefit programs. This position is the District liaison with the Health Care Authority who administers the School Employees Benefits Board (SEBB). This position assists with implementing negotiated contracts; ensuring compliance with federal and state law and District policies and procedures; coordinating employee benefits, related taxes and other payroll deductions in an accurate and timely manner.

ESSENTIAL FUNCTIONS:

- Serves as a liaison between the Payroll and Human Resource Departments regarding employee benefits.
- Ensures compliance with SEBB, COBRA, FMLA, and WPFML.
- Assists in the administration of employee benefits in accordance with law, regulations and procedure and the terms of negotiated collective bargaining agreements.
- Supports the administration of SEBB employee benefits.
- Reconciles monthly SEBB invoices and completes file transfers in Skyward.
- Reviews requests for SEBB special open enrollments.
- Processes SEBB eligibility appeals.
- Prepares and maintains documentation related to SEBB.
- Prepares and submits required Washington Paid family Medical Leave Reports.
- Prepares and submits required Affordable Care Act Reports.
- Monitors substitute eligibility for benefits.
- Documents and updates process and procedures for efficient and effective workflow.
- Discusses and resolves issues involving employee benefits.
- Conducts research, collects and analyzes data and prepares reports for decision making.
- Provides responsive and outstanding customer service in response to employee inquiries.
- Provides backup support for Leave and Benefit Supervisor.
- Recommends strategies for process improvement.
- Attends meetings to receive and/or convey information.
- Models appropriate behavior for staff and the public.
- Follows LWSD policies, procedures and protocols.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES TO PERFORM ESSENTIAL FUNCTIONS:

- Keen understanding and modeling of excellent customer service.
- Effective organizational, prioritization, and planning skills.
- Ability to communicate verbally and in writing with stakeholder at all levels of business operations.
- Ability to maintain a positive attitude despite high-demands, last-minute requests and/or changes.
- Ability to multi-task and prioritize work to ensure deadlines are met.
- Knowledge & proficiency in Skyward, Benefits 24/7, MS Office suite and MS Teams.
- Ability to collaborate and cultivate positive relationships with others to accomplish the work of the district.

- Ability to develop systems to enhance and improve the delivery of services.
- Ability to effectively use critical and analytical thinking to problem solve.
- Ability to exercise a high degree of confidentiality in all matters.
- Ability to work independently, in a timely and consistent manner with quality follow-through.

EDUCATION AND EXPERIENCE:

- Bachelor's degree in accounting, business, human resources or related field. Additional professional experience may substitute for required education.
- Experience in SEBB benefit administration, accounting, payroll, human resources, or related field is preferred.
- Prior public school experience preferred.
- Experience using Skyward and Benefits 24/7 database or equivalent systems is preferred.

WORKING ENVIRONMENT:

Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed indoors under minimal temperature changes and a generally hazard free environment. The usual and customary methods of performing the functions of this job require the following physical demands:

- Frequent reaching, handling, fingering and/or feeling.
- Seldom lifting, carrying, pushing and/or pulling.
- Seldom climbing and balancing.
- Seldom stooping, kneeling, crouching and/or crawling.

APPLICATION PROCEDURE:

External and Internal Applicants: To apply to this posting, all applicants must submit an online application <https://www.applitrack.com/lakewashington/onlineapp/default.aspx>

FINALISTS WILL BE CONTACTED FOR AN INTERVIEW.

Please review LWSD Human Resources Employment Policies: <https://www.lwsd.org/employment/hr-employment-policies>, which includes our non-discrimination policy. We are not able to sponsor employment at this time.

LAKE WASHINGTON SCHOOL DISTRICT IS A SMOKE-FREE WORKPLACE.