

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Benefits Specialist

**Supervisor:** Assistant Superintendent of  
Human Resources  
**FLSA Status:** Non-Exempt **Employee Group:** At-Will

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#### Qualifications:

1. High School diploma or equivalent.
2. Comprehensive understanding of Microsoft Office and district specific software.
3. Knowledge of common office software and equipment use.
4. Excellent organizational and communication skills.
5. High degree of confidentiality.
6. Exceptional interpersonal and communication skills, both written and verbal.

#### Terms of Employment:

- Twelve (12) month contract
- Eight (8) hours per day

#### Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

#### Duties:

1. Communicate effectively by phone and in person with parents, staff and community members in a friendly and professional manner.
2. Prepare and process employee mandatory and voluntary benefits.
3. Reconcile and submit billing for Harlem health and benefits plan.
4. Coordinate Open Enrollment process.
5. Process employee leaves of absence.
6. Schedule and record minutes of committee meetings as designated by supervisor.
7. Refer employees to Third Party Administrators for contact with their specific benefits questions.
8. Prepare confidential documents for negotiations.
9. Process Support Staff and administrator Sick Bank paperwork; coordinate Sick Bank meetings.
10. Generate and maintain personnel directory.
11. Participate in developing department goals, objectives and systems.
12. Keep current with best practices and requirements as they relate to your job assignment.
13. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.