

Escondido Union High School District Job Description

Job Title: Benefits/Personnel Assistant
Employee Unit: Classified Bargaining Unit
Job Family: Administrative Support and Related Classes
FLSA Status: Nonexempt
Salary Level: 24
Approved By: Board of Education
Approved Date: 3/8/16

NATURE OF WORK

Provide assistance within the Human Resources department, including benefits and personnel, to ensure efficient operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Explains and interprets company insurance program to employees and dependents.

Answers questions regarding benefits such as retirement plan, group insurance including health, dental, vision and life.

Assists employees with enrollment in various benefit plans and assists in the facilitation of open enrollment.

Processes voluntary deductions for employees through the benefits software program.

Monitors qualifying events and notifies employees of COBRA eligibility.

Assists in the processing of status changes and notification of providers.

Assists in the maintenance and monitoring of employee benefit and personnel files and other record keeping.

Provides coverage for the District Reception desk as needed.

Assist in pre-employment testing and preparation of interview materials.

Support the Human Resources department with various clerical activities including answering phones, taking messages, transferring calls, and greeting visitors.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Certificate from college or technical school; or three years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Drivers License

KNOWLEDGE OF:

Modern office practice and procedures; public contact techniques; department operations and policies; interpersonal skills; operation of office equipment and software; Microsoft computer applications, including Microsoft Word, Excel, GroupWise; telephone etiquette; basic arithmetic principles; English usage, spelling, grammar and punctuation; modern office practices procedures, and methods, including the use of standard office machines pertinent to assigned operations; correct oral English;

ABILITY TO:

Work without direct supervision and accept responsibility; function well in varied assignments, adapt to new situations, work well with a variety of personalities, relate well to students, teachers, staff and public; maintain cooperative relationships with those contacted in the course of work; communicate effectively both orally and in writing; read, interpret, apply and explain rules, regulations, policies and procedures; apply bookkeeping and financial record-keeping practices to the maintenance of assigned accounting records; perform clerical duties such as filing, typing duplicating and maintaining routine records; perform calculations on a 10-key number pad; keyboard at a minimum of 40 words per minute; complete work with many interruptions; work confidentially and with discretion.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS

As a representative of the Escondido Union High School District, and a member of the Human Resources team, the individual assigned to this position is expected to maintain a professional, helpful, caring behavior and a professional appearance. Good organizational skills and a commitment to accuracy are a must.