



# OSCEOLA COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

### Professional Support

**Position Title:** Benefits Education Specialist

**Position Level:** 11-13

**FLSA Status:**

Exempt

Non-Exempt

**Employee Acknowledgement of Receipt Copy:**

### GENERAL DESCRIPTION

Performs responsible, specialized professional work in activities related to but not limited to benefits education and promotion.

### KEY RESPONSIBILITIES

Maintain a thorough understanding of the benefits package offered to employees and able to present them in a group or individual setting to people with a diverse background.

Present SDOC benefits package information in a group or individual setting to people with a diverse background.

Develop and conduct seminars, workshops, or other outreach, education, or training activities to present new and existing benefits programs to employees.

Develop and build relationships with employees to serve as a subject matter expert.

Create, design, and publish educational materials outlining benefits programs and upcoming deadlines.

Work with other departments or outside vendors to create a marketing package.

Work closely with Employee Wellness Specialist to promote benefits package.

Conduct business in a professional and confidential manner at all times with employees so that they may feel comfortable discussing private health concerns.

Adhere to all privacy rules and regulations (HIPAA, PPACA, etc.).

Create a marketing strategy for new hires and open enrollment benefits education.

Maintain the department website, keeping current benefit and property/casualty information available to all employees.

Coordinate and attend benefits educational activities.

Market/promote, participation and customer service related to benefits education.

Perform other duties and responsibilities as assigned by Supervisor.

**CLASS SPECIFICATION**

**Position Title:** Benefits Education Specialist

<b>KEY JOB REQUIREMENTS</b>	
<i>Formal Education:</i>	Two (2) year college degree, Bachelor’s degree preferred.
<i>Work Experience:</i>	Three (3) years experience in benefits promotion, marketing, or like industry. Additional college may be substituted.
<i>Impact of Actions:</i>	The impact of actions is district-wide as this position requires an expert understanding of complex benefits.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Analytic: Supervision is present to establish broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to set objectives, coordinate activities within a department or to complete a project. Actions taken may be based on similar situation encountered in the past.
<i>Communications:</i>	Strong oral and written communication skills. Communicates in a clear, concise, and confident manner to provide an excellent customer service experience.
<i>Managerial Skills:</i>	If and to the extent that subordinate positions are hereafter created, this position will have supervisory responsibilities including performance evaluations of such subordinate personnel.
<i>Planning:</i>	Four to Twelve Months: Plan events that will occur during the year, and have some effect on the department’s annual expenditures, and or revenues.
<i>Job-Related Knowledge and Skills:</i>	Formal Technical Skills: Requires extensive knowledge of a distinct trade or technical area. Knows policies and procedures and can recommend a course of action based upon these guidelines, modifying existing methods, procedures necessary. May work with software applications. Knowledge in computer applications of financial reports and healthcare data reporting.
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<b>TERMS OF EMPLOYMENT</b>	
<p><i>Salary and benefits shall be paid consistent with the district’s approved compensation plan. Length of the work year and hours of employment shall be established by the district.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board’s policy on evaluation of personnel.</i></p>	
<b>HISTORY OF BOARD APPROVAL AND REVISIONS</b>	
<b>Board Approved: 08/02/22</b>	

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

- 11 Entry Level requirements and enrollment/action form
- 12 One (1) year in the position, completion of 20 hours of In-Service in the past twelve months as approved by the supervisor, action form and supervisor’s recommendation.
- 13 Two (2) years in the position, completion of 20 hours of In-Service in the past twelve months as approved by the supervisor, action form and supervisor’s recommendation.