

PINELLAS COUNTY SCHOOL BOARD  
FLORIDA

PCSB: 6113  
Pay Grade: D10

FLSA: Non-Exempt

**BENEFITS ASSISTANT**

**MAJOR FUNCTION:**

Performs advanced, specialized, responsible clerical work in the administration of benefits for active employees, employees on leave of absence, COBRA participants, and retirees. Work involves a high degree of independent judgment based on experience and/or knowledge of policies, procedures, contracts and Federal and State regulations. Work is performed under general direction and is reviewed through observation and evaluation of work performed.

**DUTIES AND RESPONSIBILITIES:**

- Receives and audits benefit enrollment/change forms from active employees, employees on leave of absence, and/or retirees. Verifies validity and accuracy of information and follows up orally or in writing.
- Sets up, changes, or inactivates employee/retiree benefit accounts.
- Enters data in mainframe and other computer systems.
- Reviews audit trail reports for data entry errors and analyzes daily reports for accuracy.
- Answers questions and provides assistance to employees and retirees concerning benefits, payroll adjustments, Federal and State regulations and guidelines, and policies.
- Responsible for problem resolution of benefit issues.
- Advises departments and employees on departmental procedures.
- Calculates premiums, payments, refunds and other adjustments rapidly and accurately so they may be applied to paychecks.
- Sorts adjustments for letter processing and for payroll.
- Serves as a liaison between unions, vendors, and plan participants.
- Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Graduation from a standard high school or possession of a GED and four (4) years progressively responsible benefits, insurance, human resources, or finance related experience; or an equivalent combination of education, training and experience. Demonstrated experience with 10-key calculator, mainframe, and personal computer applications. Requires previous customer service experience.

ISSUED: 2/99 AK; BOARD APPROVED: 6/15/99; REVISED WC: 4/04 LM; REVISED ADA: 3/09 RAS

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

**BENEFITS ASSISTANT**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time			X		
11. Standing for more than two hours at a time		X			
12. Stooping and bending				X	
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Benefits Assistant - PESPA