

# USD 313 ADMINISTRATIVE SUPPORT STAFF JOB DESCRIPTION

POSITION TITLE: **EMPLOYEE BENEFITS CLERK / WEBMASTER**

SUPERVISOR: Business Manager

PAYMENT RATE: According to Board Policy

CLASSIFICATION: Non-Exempt

## QUALIFICATIONS:

1. High School diploma or equivalent.
2. Computer skills.
3. Strong customer service orientation
4. Excellent verbal and written communication skills, including electronic formats.
5. Detail oriented
6. Must possess respect for confidentiality
7. Working knowledge of office equipment
8. Positive attitude toward learning new skills and desire to continue career improvement

## BENEFITS CLERK ESSENTIAL FUNCTIONS:

1. Process annual open enrollment sheets for the purpose of communicating current benefit information to the district's employees.
2. Enter new employees electing BCBS coverage and enter changes during the year.
3. Process salary protection claims for the purpose of ensuring accuracy and adherence to procedures prior to processing.
4. Maintain accurate medical/benefit files for certified and classified personnel files for the purpose of providing an up-to-date reference and remain in compliance with regulations.
5. Process workers compensation claims and assist employees with workers compensation information and concerns for the purpose of delivering information in support of employees.
6. Assist with questions and maintain records of employees requesting FMLA (Family Medical Leave Act) to provide the most current information regarding federal regulations.
7. Act as KPERS Designated Agent, entering new employees to KPERS and changes during the year. Work with employees intending to retire to process and update our third party administrator regarding retirees.
8. Process monthly report for KPERS Pay Period Reporting.
9. Maintain up-to-date insurance spreadsheet and accurately complete duties of ACA reporting.
10. Participate in the onboarding process of new certified and classified personnel to be sure that all benefits paperwork is properly completed.
11. Prepare quarterly Medicaid report in order to receive state reimbursement.
12. Participate in exit interview process, providing employees with benefits/KPERS/retirement paperwork.
- 13.
14. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
15. Perform other duties assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

## WEBMASTER ESSENTIAL FUNCTIONS:

1. Maintain the district's web page, including updates to district staff lists and oversee operations of school webmasters.
2. Maintain and administer a social media presence on Facebook and Twitter. Monitor individual schools' pages to maintain appropriate material.
3. Take pictures of activities at schools for use on social media.
4. Update Board agenda and minutes on the website.
5. Maintain and update messages on electronic signs throughout the district.

6. Update school supply lists on website and send lists to stores who sell supplies.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

1. Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-paced, high-intensive work environment.
2. Requires prolonged sitting and use of equipment including repetitive motions and computer eye fatigue.
3. Requires regular attendance and physical presence at the job.

TERMS OF EMPLOYMENT: At will

PERFORMANCE REVIEW:

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

APPROVED: 8/8/16