

**Fairfield Public Schools  
Fairfield, Connecticut**

**Title:** Insurance Benefits Specialist

**Job Purpose Statement:** Performs confidential, complex and responsible administrative, secretarial, and accounting related work in the administration of active and retired employee insurance programs. Responsible for implementing, documenting, reporting and coordinating all activities related to health, dental, life, disability insurance and workers' compensation.

**Supervision Received:** Receives general direction from Executive Director of Finance and Business Services who outlines general policies and reviews work for conformance with established standards. Performs regular duties independently, exercising a high degree of judgment and tact. Receives task direction from the Accounting Coordinator.

**Supervision Exercised:** Provides task direction to Insurance/Benefits Clerk, and other staff as assigned.

**Essential Job Functions:** Acts as District liaison between active and retired employees and their families and insurance carriers. Provides insurance information and forms for new employees and those changing status. Provides general information and claims assistance on all insurance programs.

Calculates, verifies and reconciles all monthly invoices from carriers, verifies data for audit reports and processes for payment. Provides the administration with information to support budget projections, planning, cost controls, and collective bargaining. Provides claims analysis information as required.

Performs secretarial, bookkeeping and accounting related tasks such as change of dependent, leaves of absence, terminating employees, retirements and any other adjustments. Notifies retirees and all active employees of rate or benefits changes. Calculates grant reimbursements for employee benefits funded by a variety of grant programs. Files a quarterly report with the State Teachers Retirement Board to apply for the retiree's premium reimbursement subsidy. Handles extensive telephone contact with employees and retirees who have questions about coverage/benefits on all forms of insurance.

Coordinates with the Payroll and Human Resource Departments as it relates to all benefits, including but not limited to section 125 and long term health care benefits, payroll deductions for insurance, and employee benefit status. Monitors all workers' compensation cases and coordinates follow-up and monitoring with Town of Fairfield Risk Management Office. Works with insurance providers to assure that financial arrangements are appropriate and accurate. Responsible for programs such as COBRA and FMLA, making certain that the District conforms to all insurance related rules and regulations. This position requires the ability to deal professionally with confidential information of a personal nature.

**Incidental Job Functions:** Distributes insurance informational materials and updates as available. Performs clerical tasks in maintaining records and files of Business Office. Performs related work as required. Conducts employee group orientation on insurance programs.

All other duties as assigned by Supervisor.

**Knowledge, Skills and Abilities:** An excellent working knowledge of insurance and general accounting principles, medical and dental terminology, contract language as it relates to insurance, COBRA, FMLA, HIPPA, Workers Compensation, Medicare and medical related governmental regulations, including the Affordable Care Act. Ability to maintain related financial records and to write and prepare reports. Must be self-motivated and able to make independent decisions when necessary. Ability to independently resolve issues related to insurance and research solutions to problems. Ability to perform detail work related to this position independently and with accuracy. Good knowledge of current office procedures and equipment including technology. Computer knowledge of data processing/data entry, Excel and Word a prerequisite as is knowledge of insurance terminology, bookkeeping and standard business practices. Ability to establish and maintain effective working relationships with other employees, insurance carriers, and the public. Must be able to deal courteously and tactfully with staff members, retirees, carriers, and the public.

**Minimum Qualifications Required:** The skills and knowledge required would generally be acquired with graduation from high school and three years of increasingly responsible experience in benefits administration, accounting or bookkeeping work, with additional secretarial responsibilities or six or more years of benefits experience, which demonstrates possession of the required knowledge, skills and abilities. Associates degree or greater is a plus.

**Physical Exertion/Environmental Conditions:** The employee is regularly required to sit and talk or hear. The employee is required to stand, walk and operate a computer and reach with hands and arms. The employee must occasionally lift and/or move up to ten pounds, such as reports. Specific vision capabilities required by this job include close vision and depth perception. Regular attendance is required to successfully perform the duties of this position. There is some degree of stress in interacting with staff members, retirees, in meeting reporting deadlines, and in dealing with confidential information of a personal nature.

G/Ins/Ins Specialist-Job Desc.  
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