

Warren Consolidated Schools

Benefits / Human Resources Specialist 1 (18152526-02)

JOB POSTING

Job Details

Posting ID

18152526-02

Title

Benefits / Human Resources Specialist 1

Description

The job of a Human Resource Specialist I was established for the purpose(s) of coordinating and providing support to assigned administrative personnel; communicating information to staff; processing benefit enrollments, changes and terminations; resolving insurance benefit problems; providing information to new and current employees, providers and/or administrators; and ensuring employee proof of coverage and accurate billing.

BARGAINING UNIT MEMBERS WILL BE CONSIDERED FIRST

Work Year:

261 days/year

8.0 hours/day

7:30am-4:00pm

Probationary Pay Rate:

\$22.54/hr. After 45 Worked Days increases to \$23.91/hr.

Qualifications:

Bachelor's Degree in Human Resources or Business required. Five (5) years of clerical Human Resources experience, of which, one (1) year of Employee Benefits experience required. MSBO Certification in related area preferred. A working knowledge of general office procedures and equipment required. Must have basic skills assessment, pertinent to position qualifications, at 80% on file in the Human Resources Department. If testing is not on file, selected candidates will be contacted for testing.

Basic Responsibilities:

- Assist personnel, beneficiaries and/or insurance providers for the purpose of verifying eligibility, conveying information, processing claims and resolving issues.
- Attend meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Communicate Worker Compensation status for the purpose of informing district business and legal services.
- Create and/or revise systems and procedures by analyzing the practices, office layout and personnel requirements for the purpose of implementing changes necessary for District efficiency.
- Distribute documents (e.g. open enrollment packets, new/change forms, fringe benefit packages, flyers, etc.) for the purpose of providing information and proof of insurance coverage/s.
- Maintain a variety of benefit information (e.g. provider contracts, claim files, employee records, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Maintain internal and external customer confidence for the purpose of keeping information confidential and supporting assigned administrator.
- Maintain OSHA records for the purpose of informing department safety policies and procedures.
- Participate in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepare written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Process injury records for the purpose of facilitating Worker's Compensation coverage and records
- Process injury reports for the purpose of facilitating adequate physician care through business health services and necessary record keeping.

- Reconcile enrollment forms and billings to employee records (e.g. health, dental, vision, etc.) for the purpose of ensuring accurate eligibility and payment information and complying with contract provisions.
- Resolve conflicts with insurance providers for the purpose of verifying eligibility, conveying information and processing claims.
- Perform record keeping (confidential and non-confidential) and general and program-specific clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting assigned administrator and/or site with necessary materials.
- Serve as the District's Employee Assistance Plan liaison.
- Maintain regular personal attendance and punctuality for the purpose of ensuring efficient delivery of services to the District.
- Occasionally assist other personnel for the purpose of supporting them in the completion of their work activities.

Shift Type	Full-Time	Salary Range	\$22.54
Salary Code	Per Hour	Position Type	Clerical
External Job Application	Classified	Internal Job Application	Classified
Location	Administration Building	Posting Status	Active
Minimum Qualifications Screening			

SchoolSpring

Job Categories	--
Job Type	Not provided
Grade Level(s)	Not applicable
Degree Preferred	Not applicable ("Degree Preferred" will not appear on job posting)
Experience Preferred	--
Work Eligibility	Citizenship, residency or work visa required
Employment Start Date	Start Immediately

Job Application Timeframes

Internal Start Date	General Start Date	12/15/2025
Internal End Date	General End Date	

Job Pools

Pool Name	Quantity	Requisition ID	Requisition Title
Default	1		

Alternate Job Contact

Name	Title
Location	Phone
Email	

References

Automatically Send Reference Check	No	Reference Check Form
------------------------------------	----	----------------------