

**BENEFITS SPECIALIST I**  
**Department of Human Resources**

**GENERAL RESPONSIBILITIES**

Under general supervision, the position is responsible for the implementation and maintenance of comprehensive disability and leave benefit plans within the Office of Employee Relation in the Department of Human Resources.

**ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Research and resolve HR/Payroll systems errors; collaborate with the Department of Technology to resolve daily functional issues.
- Manage special projects as directed by management.
- Analyze and resolve system errors in Lawson; perform system upgrades.
- Prepare complex reports as needed.
- Design and maintain multiple databases.
- Assist in the development and maintenance of written processes and procedures.
- Provide content information for handbooks, newsletters, presentations, and educational materials related to the disability and leave programs.
- Conduct presentations for leave and disability programs including seminars and orientations.
- Perform related work as required.

Disability Program

- Perform as the lead team member in the administration of the Virginia Local Disability Program (VLDP) and other leave programs for the division.
- Determine eligibility for enrollment and participation level in accordance with proper regulations and procedures.
- Ensure appropriate leave is recorded based on employee's income replacement level.
- Serves as liaison to the Virginia Retirement System (VRS) third-party administrator (TPA).
- Coordinate return-to-work initiatives between the TPA, employee, and management.
- Transition employees from short-term to long-term disability.
- Research and resolve eligibility and claims issues with the TPA and VRS
- Provide advanced customer service to employees and their families regarding disability programs.
- Communicate with supervisors and managers regarding employees' VLDP statuses upon receipt of action reports.
- Ensure division regulations and policies are in compliance with State Code, FMLA, and ADA requirements
- Attend VRS meetings as requested; recommend changes to the disability program.

Leave Programs

- Monitor employees with multiple active plans of the same type; correct records as appropriate.
- Monitor records submitted by associates for accuracy.
- Initiate, monitor, and maintain oversight of assessments for all sick leave banks.
- Review FMLA calculations, leave donation utilization, and sick leave bank records for accuracy.
- Monitor leave plan transactions; identify issues and resolve.
- Responsible for leave plans payroll processing tasks for each payroll run
- Monitor and verify accuracy of annual and personal leave loads, leave rollovers, and recalculation of leave for eligible employees throughout the school year in accordance with VBCPS' policies and regulations.
- Initiate, verify, and upload yearly sick, personal and annual leave loads, and leave rollovers in accordance with VBCPS' policies and regulations
- Initiate, verify and upload data associated with prudent use of sick leave bonuses; prepare commendation letters for review by supervisor; distribute letters to eligible employees.
- Assist employee relations and payroll staff to troubleshoot issues, as needed

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of laws and regulations governing benefits administration, employee disability benefits plans, and leave policies. Knowledge of accounting techniques to include posting to accounts and performing mathematical computations with speed and accuracy, is essential. Must have the ability to comprehend and administer employee leave plans based upon policies, regulations, and program practices; ability to perform highly technical and administrative work and apply computer skills to complete complex tasks; ability to work with computer programs set-up and maintenance, data extraction and analysis, and problem resolution; ability to make independent decisions based upon thorough knowledge of leave plans and payroll requirements; ability to understand and follow oral and written directions, act independently and establish and follow detailed work procedures; ability to communicate effectively and tactfully with internal and external contacts at all levels; ability to speak in public and provide excellent customer service; ability to analyze situations and establish an effective course of action; ability to manage multiple priorities. Must be proficient in the use of Microsoft Word, Excel, Access and Outlook.

**EDUCATION AND EXPERIENCE**

An Associate’s Degree in human resources, benefits administration, business finance or related field, preferred. Experience/training in payroll, leave administration and/or disability programs for a large organization. Knowledge the Virginia Local Disability Program (VLDP) or VSDP preferred. Experience working with Lawson or similar HR/Payroll system helpful.

A comparable amount of training and experience may be substituted for the minimum qualifications.

**PHYSICAL REQUIREMENTS**

None

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

FLSA status: Non-exempt	Description: 2/16
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