



**Job Title: Benefits Specialist**

**Department:** Talent Management  
**Reports To:** Benefits Manager  
**Grade:** CA-12  
**Number of Days:** 12 Months  
**Current Date:** March, 2019  
**Overtime Status:** Non - Exempt

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers and life.

Our mission is to inspire and prepare every student to love learning, achieve ambitious goals and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day:

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive, because when we create, innovate and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task or concept and experiencing breakthrough moments.

**Position Summary:** The benefits specialist is responsible for assisting with the administration of group benefits programs including medical, dental, vision, life insurance, flexible spending plans, COBRA administration, leave of absence and 403 (b) programs.

## **Duties and Responsibilities**

The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Administers employee benefits such as medical, dental, vision, life insurance, disability, Health Savings Accounts (HSA), Flex Spending Accounts (FSA), leave of absence and retirement plans.
- Ensures the accuracy of all benefits enrollments in the HRIS to provide vendors with accurate eligibility information.
- Assists with new-hire orientations.
- Performs quality checks of benefits-related data.
- Assists employees regarding benefits claim issues and plan changes.
- Distributes all benefits enrollment materials and determines eligibility.
- Enrolls employees with carriers and process life status changes.
- Responds to benefits inquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries.
- Processes and administers leave-of-absence requests and disability paperwork: medical, personal, disability and FMLA.
- Effectively interprets FMLA and ADA implications as they relate to leaves of absences/disabilities.
- Responds to 403(b) inquiries from managers and employees relating to enrollments, plan changes and contribution amounts.
- Assists with the open enrollment process.
- Administer and assist benefits department with vendor fairs.
- Stays current with all state, federal and IRS law and regulations pertaining to Employee benefits.

**Supervisory Responsibility:** None

## **Personal Characteristics and Skills**

- Commitment to Tulsa Public Schools' core values of equity, character, excellence, team and joy.
- Strong interpersonal skills with ability to work with people at all levels of an organization.
- Effective oral and written communication skills.
- Strong knowledge of benefit administration procedures with an ability to be detail-oriented and highly organized.
- Ability to work in a fast-paced environment along with a high level of skill in handling sensitive and confidential situations and information.
- Advanced Microsoft Suite computer skills required. (Word, Excel, PowerPoint, etc.).
- Demonstrated effectiveness in contributing to a team, including the capacity to review and improve workplace practices.
- Possess strong organizational and time management discipline.
- Solid judgment and ability to resolve conflicts effectively.
- Process-oriented but flexible and adaptable to organization needs.
- Willingness to cross train and learn other functions as needed.
- Prioritizes work and makes sound decisions. Exercises good judgment and is committed to excellence and operational integrity.
- Applies creative solutions resulting in internal and external customer satisfaction, demonstrates initiative, and is accountable for own actions and decisions.

## **Qualifications**

- Associate's degree in HR or related field, but experience and/or other training/certification may be substituted for the education.
- Two years' experience in HR and/or benefits administration.

## **Preferred**

- Bachelor's degree in human resources or related field of study.
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) certification credential.
- Prior customer service experience.

Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talent, skills and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.