

ADMINISTRATIVE PROCEDURE NO. 441

THE ROLE OF THE BENEFITS ADMINISTRATOR

Background

This position reports directly to the Associate Superintendent-Personnel. Under limited direction of the Associate Superintendent-Personnel, the Benefits Administrator administers benefits for all staff, maintaining confidentiality in the performance of duties.

Performance Responsibilities

- projects a positive image with staff, visitors and callers;
- establishes and updates master files;
- creates and runs reports for other departments as requested;
- reconciles staff health spending accounts;
- assembles and assists with hiring forms for update to master files;
- reviews benefits and assists staff in completing forms for Division benefits package;
- acts as a resource person for staff regarding Division benefit plan;
- communicates with Standard Life, ASEBP staff and Masterworks;
- is a member of Health Steering Committee;
- is a member of Benefits Advisory Committee; and
- performs other assigned duties that are within the area of knowledge and skills required by the job description.

Performance Appraisal

1. Regular appraisal of the performance of the Benefits Administrator is a responsibility of the Associate Superintendent: Personnel. In carrying out this responsibility, it is recognized that the Benefits Administrator is entitled to such a review in an objective, fair and straightforward manner so that his/her performance may be as effective as possible for the system.
2. The performance appraisal shall derive primarily from the responsibilities of the Benefits Administrator as outlined above.
3. The Associate Superintendent: Personnel and the Benefits Administrator will develop and agree upon the procedures for carrying out an effective performance appraisal.