



**NOTICE OF VACANCY
(DATE)**

POSITION: Benefits Specialist

LOCATION: Human Resources Department

JOB SUMMARY: Under direction, responsible for effective administration and communication of benefit plans and retirement programs for Calvert County Public Schools and the Maryland State Retirement Agency.

REPORTS TO: Director of Procurement and Resource Management and Director of Human Resources

QUALIFICATIONS AND EXPERIENCE:

1. High School Diploma, Bachelor's degree preferred.
2. Maryland State Retirement Coordinator Certification (or be eligible for this endorsement upon employment).
3. Maryland State Notary Public required.
4. Working knowledge of applicable federal and state laws pertinent to benefits and retirement administration (Maryland State Retirement Agency (MSRA), Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), Health Insurance Portability and Accountability Act (HIPPA), Employee Assistance Program (EAP), 403B-Optional Retirement Accounts).
5. Ability to use software and peripherals related to performance of job responsibilities.
6. Excellent oral and written communication and human relations skills.
7. Demonstrated commitment to employees and retirees.
8. Ability to produce reports, correspondence, and reconcile benefit invoices.
9. Ability to effectively present information and respond to questions relating to Calvert County Public Schools' benefits.
10. Ability to be flexible and creative in problem solving and identifying program improvements.
11. Demonstrated success in accomplishing tasks akin to the responsibilities listed below.
12. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS:

1. Achieves and maintains required Maryland State Retirement Coordinator certification.
2. Complies with all federal, state, and local laws and regulations as well as the administrative policies and procedures and current negotiated agreements for Calvert County Public Schools.
3. Communicates benefit and retirement programs to employees in accordance with plan provisions and legal regulations.
4. Acts as a liaison between Calvert County Public Schools and benefit carriers and the Maryland State Retirement Agency to ensure effective administration.
5. Manages and processes benefit plans for retired employees.
6. Processes and files death and life insurance waiver claims as needed.
7. Processes COBRA notices as needed.
8. Manages accounts for COBRA, Leaves of Absence (LOA), and retirees who make direct payment to Calvert County Public Schools' for insurance coverage.
9. Responds to Medicare D coverage questions and processes related Medicare D coverage information.
10. Conducts benefit orientations, annual open enrollment meetings, and individual meetings with MRSA counselors.
11. Maintains benefit-related information in the resource management system.
12. Answers employee benefit questions, assists with problem resolution, and provides prompt service to employees/retirees.

13. Reconciles, verifies, and processes benefit invoices accurately and on time.
14. Generates various reports at the request of the director.
15. Participates in benefit plan meetings with administration.
16. Provides members with MSRA literature about retirement benefits and the proper retirement forms and notifies members of filing deadlines.
17. Meets with and assists all employees in completing their retirement paperwork.
18. Reviews and submits retirement forms verifying member information such as work history, salary, and sick leave balances.
19. Attends MSRA meetings as required.
20. Communicates with human resources and finance department staff on specific matters about the employee (i.e. payroll, disability, life insurance).
21. Updates the Human Resources Director daily on specific personnel matters.
22. Thinks, concentrates, and interacts positively with others.
23. Reports to work on time daily.
24. Works under stress and meets all deadlines.

OTHER DUTIES AND RESPONSIBILITIES:

1. Answers phone calls.
2. Performs related work as required or assigned by the Director of Procurement and Resource Management or the Director of Human Resources.

LICENSES OR CERTIFICATES: Maryland State Retirement Coordinator Certification.

PHYSICAL DEMANDS: Position requires significant periods of sedentary work using a computer, monitor, and mouse, but may also include periods of standing and walking.

UNUSUAL DEMANDS: May be subject to a flexible work schedule.

TERMS OF EMPLOYMENT: Twelve (12) month position per year – eight hours daily – salary commensurate with qualifications applied to the current salary schedule for educational support employees.

FLSA STATUS: Non-Exempt.

EVALUATION: Performance will be evaluated in accordance with the policy on evaluation as established by the Calvert County Public Schools.

EFFECTIVE DATE OF POSITION:

APPLICATION PROCEDURE: Application deadline is (date) at 4:30 pm

- Option 1: **Current Calvert County Public Schools support employees** need to submit interest via AppliTrack.
- Option 2: Interested **candidates who are not currently employed by Calvert County Public Schools, including current substitutes**, must submit a completed application thru AppliTrack, including a minimum of three references with their e-mail addresses via our website www.calvertnet.k12.md.us. References must be directly related to work experience and must include current immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is

conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, color, religion, sex, age, ancestry or national origin, familial status, marital status, physical or mental disability, sexual orientation, gender identity and expression, or genetic information or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
410-535-1700

Anti-sexual, Anti-racial and Anti-disability Harassment Statement

Discrimination can manifest itself in behaviors such as bullying, harassment, or intimidation of individuals.

Calvert County Public Schools does not tolerate any form of harassment including, but not limited to, sexual, racial, or disability. Any individual (student, employee, or community member) who believes that he or she has been subjected to any form of harassment is encouraged to report the allegation of harassment. Students, parents and community members may report allegations of harassment to:

Director of Student Services
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Employees may report allegations of harassment to:

Director of Human Resources
Calvert County Public Schools
1305 Dares Beach Road
Prince Frederick, MD 20678

Calvert County Public Schools is committed to conducting a prompt investigation for any allegation of harassment. If harassment has occurred, the individual will be disciplined promptly. Disciplinary actions for students found to have engaged in any form of harassment may result in suspension or expulsion. Disciplinary actions for employees found to have engaged in any form of harassment may result in suspension or termination.

Calvert County Public Schools encourages all students, parents, employees, and community members to work together to prevent any form of harassment.

For further information on notice of non-discrimination, visit the Office of Civil Rights Complaint Assessment System at: <http://ocras.ed.gov> or call 1-800-421-3481.