



# WAUNAKEE

## COMMUNITY SCHOOL DISTRICT

### Job Description

**Position Title:** Employment and Benefits Specialist

**Employee Group:** Administrative Assistant

**Classification:** AA-L4

**FLSA:** Non exempt

**Supervisory Responsibilities:** None

**Reports to:** Director of Human Resources

#### **Qualifications:**

1. High school diploma or equivalent (additional related training desirable but not required)
2. Proficiency in oral and written communication skills and excellent customer service
3. Working knowledge of payroll principles, benefits administration, bookkeeping practices, and employee management software with three to five years experience.
4. Advanced computer skills and ability to operate office equipment.
5. Ability to assume responsibility, display initiative, think critically and exercise good judgment.

Preferred experience:

Post-secondary degree in human resources, business, or related field.

Job related experience in schools, public sector or governmental payroll or benefits.

Knowledge of software currently used in the district- Skyward, Google and Microsoft Suite.

Additional training or education related to payroll, Skyward, and benefits administration.

#### **General Responsibilities:**

Provides comprehensive support for the administration of employee employment processes and benefit programs for all district staff. This position ensures accurate and timely processing of employment records, compensation adjustments, and benefit enrollments, while maintaining strict confidentiality and compliance with federal, state, and local regulations, as well as district policies. Serves as a key point of contact for employees, supervisors, and external vendors regarding employment and benefits matters. Requires a high level of accuracy, confidentiality, and attention to detail. Collaborates closely with team members to accomplish objectives established by the Director.

**Essential Functions:** *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

#### **ESSENTIAL FUNCTIONS:**

1. Coordinate administration of employee benefit plans, including health, vision materials only plan, dental, life, short term disability, long-term disability, flexible spending, 403b, 457, Mid-America HRA and Wisconsin Retirement plans.

2. Submit enrollment forms and insurance transmittals to insurance providers for new employees, qualifying event changes, dependent status changes, and terminations. Update benefit election screens on Skyward. Maintain employee benefit files. Provide updated group census information to health, dental, life and disability carriers as requested.
3. Coordinate and conduct individual and group meetings to present benefit information for new employees and inform employees of benefit changes. Maintain up-to-date carrier forms and policy booklets for distribution to staff.
4. Prepare annual employee and retiree notices for health insurance dual choice, dental enrollment, and flexible spending plan enrollment. Complete required notices relating to Medicare eligibility, HIPPA, certificates of creditable coverage, COBRA and required 403b notices. Coordinate annual distribution of Wisconsin Retirement statements
5. Act as liaison to district employees to answer questions and resolve issues regarding benefits. Maintain working relationships with insurance representatives.
6. Prepare retiree information packets.
7. Prepare contract adjustments, retro payments, absent without pay reports and maintain necessary paperwork for tax sheltered annuities.
8. Maintain administrator, teacher, and support staff wage/salary, position assignment and FTE data on Skyward Employee Management and spreadsheets. Maintain excel spreadsheets for part-time teacher salaries, teacher FTE allocation, support staff hours allocation and teacher experience points. Maintain local and total years experience and points teacher data on Skyward. Process annual employee management plan rollovers.
9. Maintain administrator, teacher, and support staff wage/salary, position assignment and FTE data on Skyward Employee Management and spreadsheets.
10. Maintain detailed employment records and ensure compliance with record retention requirements.
11. Prepare reports as required by State and Federal Regulations relating to FMLA, COBRA, HIPPA, Medicare, Flexible Spending Plans and the district health and dental plans
12. Maintain a close working relationship with Payroll Specialist to coordinate timely export and submission of compensation data and benefit changes for upcoming payrolls. Prepare and submit new employee wage/salary data, beginning of the year administrator, teacher and support staff salary increase data to payroll. Prepare and submit new benefit enrollments and employee benefit changes via benefit election forms to payroll.
13. Communicate professionally via telephone, email or other electronic systems. Promptly respond to inquiries from internal and external sources to resolve payroll / timesheet / benefits issues or discrepancies.
14. Work closely with the director and department staff to prioritize department functions and plan schedules to meet deadlines, recommending actions to improve operating procedures. Assist department team members with the completion of major projects as they arise.

#### Other Functions

- Follows district policies and promotes a positive image of the District at all times.
- Perform other responsibilities as assigned by the Director of Human Resources.

- Properly handles confidential matters relating to staff, families and district financial records.

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Knowledge, Skills, Abilities**

- Written and verbal communication in English; write reports and business correspondence.
- Accurate data entry and numerical processing.
- Read and interpret documents such as local, state or federal reporting forms, financial documents, procedure manuals, and governmental regulations.
- Ability to effectively present information and respond to questions from diverse groups of administrators, staff, and outside agencies.
- Add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense understanding to carry out instructions furnished in written, verbal, digital, or diagram form.
- Ability to define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables. Problem solving with data requires independent interpretation of guidelines.
- Maintain accuracy and attention to detail under time constraints.
- Ability to maintain good relationships with others. Good human relations skills.
- Ability to use job-related equipment and technology.
- Adapt to changing work priorities with interruptions.
- Ability to work independently.

### **Physical Demands**

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, twisting, turning, lifting, carrying, and reaching. Ability to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision. Data entry and retrieval requires prolonged periods of standing or sitting and repetitive motion and mental processing are required.

### **Work Environment**

This job is performed indoors in an office setting. The noise level in the work environment is low but can be disrupting at times. Position demands meeting deadlines with time constraints and multiple, constant interruptions.

Adopted: September 2020

Revised: October 2025