

**Roswell Independent School District
Job Description**

Job Title: INSSURANCE/FMLA/MEDICAL/WORKERS COMP. SPECIALIST

Reports To: ASSISTANT SUPERINTENDENT FOR HUMAN RESOURCES AND DIRECTOR OF HUMAN RESOURCES

General Job Description:

The specialist is responsible for personnel actions for all employees

Essential Duties and Responsibilities:

1. Process and maintain medical information for district employees.
2. Work with Assistant Superintendents Secretary in processing and maintaining district employee Family and Medical Leave Act including maintenance of data base for input of names, date, etc. for report(s) to the Asst. Supt. for H.R.
3. Meet with new district employees for insurance enrollment initiation including submission of confidential data to NM Education Retirement Board in a timely manner and new employee board policy/handbook.
4. Coordinate notification to district employees for open enrollment for insurance.
5. Process change in status of employees including but not limited to resignations and retirements for submission to NMPSIA.
6. Process all retirement applications; assist with documents pertaining to retirees and NMRHCA which includes insurance packet and their options.
7. Assist with the retiree paperwork involving insurance. Assist processing final documents sent to Retiree from the ERB Department.
8. Distribute medical handbooks provided by NMPSIA to district employees.
9. Process employee retirement, i.e. retirement forms, notice to NMPSIA, distribute annual retirement statements to District employees, etc.
10. Process employee IDs, perform switchboard duties and perform record retention duties as a backup.
11. Perform Notary Public duties.
12. Maintain confidentiality with sensitive matters.
13. Possess organizational skills.
14. Insurance Change Cards.
15. Signing up New Employees.
16. Review benefit booklet with each employee.
17. OSHA Report.
18. Medicare Report.
19. Workers Compensation.
20. Process claims, process and report doctor statements.
21. Record days off.
22. Send employee letter, assign ID Claim Numbers and Report All CCMSI (workers compensation).
23. Be flexible and able to prioritize tasks.
24. Report to work on time and work no less than 7 hours per day.
25. Maintain accurate and detailed records.
26. Work independently with very little supervision.
27. Attempt to deescalate staff; listening/visiting with them about their concerns prior to them meeting with administrators.
28. May assist with records management functions.
29. May be required to perform other related functions as assigned by your supervisor(s).

Supervisory Responsibilities:

Help direct the Human Resources student workers.

INSURANCE/FMLA/MEDICAL/WORKERS COMP. SPECIALIST (CONT'D)

Knowledge Of:

1. Employment laws and changes that affect school employment.
2. Computer systems, including data bases and word processing programs.
3. Personal and professional task management through the use of technology.

Qualifications:

1. Associate Degree is preferred but equivalent training and experience may be accepted in lieu of a degree.
2. Experience in Human Resources or related field may be substituted on a year to year basis for relevant education.

Physical Requirements:

Sitting, standing, lifting and carrying (up to 40 pounds), climbing stairs, reaching, squatting, kneeling, having full mobility of fingers/hands, and moving light furniture may be required, unless ADA accommodations have been mutually agreed on and does not create an undue hardship upon the district.

Safety and Health:

Knowledge of universal hygiene precautions (blood borne pathogens, body fluids, etc.)

Equipment/Material Handled:

Must know how to properly operate, or be willing to learn to operate, multi-media equipment including current technology as needed.

Work Environment:

Must be able to work within various degrees of noise and temperature. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. May work under stressful conditions on occasion.

Terms of Employment:

Salary and work year to be established by the Board.

I have read and understand the responsibilities and duties as described in this job description and can meet all essential functions.

Signature

Printed Name

Date