



**Job Title:** **Benefits Specialist**

**Department:** Human Capital, Compensation and Benefits  
**Reports To:** Compensation and Benefits Manager  
**Grade:** CA-12  
**Number of Days:** 12 Months  
**Security Access:** Mason Education Service Center  
**Current Date:** November 16, 2015  
**Overtime Status:** Non-exempt

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**Position Summary:** Responsible for assisting all TPS employees with all insurance enrollments, changes and/or leave of absence processing. Assist, as needed, in other Human Capital departments.

**Minimum Qualifications:**

- High school diploma or equivalent

**Responsibilities and Essential Functions:** 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.

- Responsible for assisting all TPS employees with all insurance enrollments and changes.
- Responsible for assisting and administering leave of absence processing.
- Responsible answering any questions from employees or potential employees regarding enrollment or changes to their insurance (health, dental, vision, life, long term disability, etc) and leave of absence.
- Respond to phone calls from employees regarding information needed in order to complete all insurance enrollment, change forms and leave of absence forms.
- Assist employees during annual open enrollment.
- Return all telephone calls and emails within 24 hours
- Administer and assist benefits department with vendor fairs.
- Stay current with all state, federal and IRS law and regulations pertaining to Employee Benefits.
- Perform or assist in special projects as required.
- Input and audit data in the HR/Payroll system.
- Assist in employee testing.
- Fill in the Support and Certified departments as required.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Personal computer knowledgeable.
- Experience in Microsoft Word and Excel.

**Supervisory Responsibility:**

- None.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Normal office conditions.

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