

Caldwell – West Caldwell Public Schools

Job Description

Title: **Confidential Secretary for Benefits**

QUALIFICATIONS:

1. Training and experience in benefits accounting
2. Demonstrated familiarity with benefits administration procedures
3. Ability to plan and organize work to meet deadlines
4. Ability to communicate with administrators, employees, and individuals outside the employ of the Board on assigned work matters
5. Ability to maintain confidentiality of Board matters in dealings with others
6. Adhere to Board rules and policies applicable to the position

REPORTS TO: Business Administrator

RESPONSIBILITIES:

1. Keep record of staff leaves and absences
2. Compile statistics as required by Business Administrator regarding staff absences and health benefits
3. Make confidential benefits surveys as required by Business Administrator for negotiations planning
4. Make cost analysis of benefits program changes applicable to various employee groups incorporating cost projections for different levels of coverage as required by Business Administrator for negotiations planning
5. Process Workman's Compensation claims, assist in investigation of claims as required by Business Administrator and prepare data for contracted data processing organizations and state agencies regarding unemployment claims
6. Maintain records required for administration of group health insurance and dental service plans; Advise employees regarding questions of benefits coverage and claims handling; Assist employees in correcting claims handling problems

7. Assist District retirees with questions or problems concerning health insurance premiums and claims. Upon request, supply payroll information from District archives for former employees
8. Keep permanent records of all District employees
9. Coordinate work with associates to share work and to cover during absences
10. Other duties as assigned by Business Administrator