

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 matter in dealings with others
6. Adhere to Board rules and policies applicable to the position

REPORTS TO: Business Administrator

RESPONSIBILITIES:

1. Compile statistics as required by Business Administrator regarding health benefits.
2. Make confidential benefits surveys as required by Business Administrator for negotiations planning
3. 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
4. Handle all conversions of Health Benefits
5. Process Workmen's Compensation claims, assist in investigation of claims as require by Business Administrator and prepare data for contracted data processing organizations and state agencies regarding unemployment claims.
6. Submit Peosha report to State of NJ
7. Maintain records required for administration of group health insurance and dental service plans; Advise employees regarding question of benefits coverage and claims handling
8. Assist District retirees with questions or problems concerning health insurance premiums and claims.
9. Perform all Treasurer duties

10. Assist maintenance supervisors, maintain attendance records and vacation schedules for all maintenance and custodial employees
11. Point of contact for building supervisors regarding maintenance and building issues
12. Prepare all overtime for maintenance and custodial staff
13. Backup support for Transportation Coordinator
14. Other duties as assigned by Business Administrator