



**SHARON R. BOCK**  
Clerk & Comptroller  
Palm Beach County

## CLERK & COMPTROLLER, PALM BEACH COUNTY CLASS DESCRIPTION

**CLASSIFICATION TITLE: BENEFITS SPECIALIST**

### GENERAL DESCRIPTION OF DUTIES

Under general direction, this position performs moderately complex duties related to the benefit functions of the Clerk & Comptroller's office, which includes but is not limited to coordinating, processing and maintaining all benefit plans provided by the Clerk & Comptroller. Employees in this classification are responsible for performing a wide variety of duties relating to the coordination of all benefit plans and programs. Employees have specialized knowledge and experience in benefit policies, procedures, processes, records, documentation and regulatory standards.

### SPECIFIC RESPONSIBILITIES

#### EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Provides coordination and support for all benefit and retirement programs, including medical, dental, vision, life insurance, short and long term disability

Provides information and assistance to employees, supervisors, managers, directors, or other individuals regarding benefit plans, policies, procedures, timeframes, forms, or other related issues; responds to questions or complaints; initiates problem resolution

Assists with annual open enrollment process and planning, including annual Benefits Fair

Administers Family and Medical Leave (FMLA) and other leave programs, including Short Term Disability; discusses questions/issues with employees and department managers; assists employees with completion of required paperwork; reviews and processes all FMLA and other leave requests and related documentation; verifies eligibility status for FMLA; prepares/maintains FMLA reports

Prepares and distributes benefit materials and/or packages for new hires, terminations, status changes, etc.

Performs vital HR benefits data entry and systems processing functions in HRIS

Assists with planning, promoting, and administration of wellness program; provides recommendations to management for improvement

Oversees and ensures the integrity of all aspects of files, including audit, internal and external review requests, where applicable; maintains supply inventory and document retention in compliance with State records retention policies

Coordinates special benefits projects, such as Health Fair and flu shots

## BENEFITS SPECIALIST

Provides administrative support for the Benefits Assistant Manager and Chief Human Resources Officer as needed

Maintains established organizational/departmental productivity standards

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

### MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

### MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Human Resources, Business Administration, or related field, supplemented by three (3) years of recent and relevant experience in benefit administration; or an equivalent combination of education, training and experience. PHR certification strongly preferred.

### ADA COMPLIANCE

**Physical Ability:** Tasks may involve regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, and crouching, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds).

**Sensory Requirements:** Tasks require visual perception and differentiation. Some tasks require oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions.

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation.  Yes  No

I would like to request a reasonable accommodation.  Yes  No

*\*If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

