



Job Title: Human Resources Technician
(Benefits & Wellness Program)

Department: Human Resources

Reports To: Benefits Coordinator

FLSA Status: Non Exempt

Salary Schedule: SC lane 09

SUMMARY

Provides clerical support to the Benefits Coordinator and the Human Resources Department by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Maintains employee health and wellness information by entering and updating employment and status-change data in the human resources system.

Provides timely statistical and activity reports on wellness programs, insurance information, and employee Health Savings Account payroll deductions.

Assists in managing employee wellness program utilization and compliance. Manages and updates wellness program changes and challenges in wellness software.

Communicates with employees all wellness program options and coordinates health insurance premium charges with payroll department and reconciliation of insurance costs.

Maintains monthly reports on health insurance eligibility and ineligibility, new hire, contract changes, and employee terminations for insurance qualifications.

Coordinates data share agreements, wellness alternative programs, vendor billing information for wellness participants.

Assists in administration and communication of benefit options with employees.

Verifies Utah Retirement Systems (URS) 1099 vendors for post-retired, URS hires and terminations and correct funding.

Files all correspondence in employee Personnel Files for the Human Resources Department.

Assists with inquiries regarding online wellness programs and training employees with insurance and wellness programs.

Updates computerized tracking systems, payroll systems, and personnel data systems with employee information.

Updates employee files to document personnel actions and to provide information for payroll and other uses. Files applicable information according to the personnel filing system.

Processes terminations in appropriate systems and creates termination files.

Completes personnel actions and records for use in payroll processing.

Processes employment verifications and assists in other employment activities. Examines employee files to answer inquiries and provides information to authorized persons.

Answers telephone to provide information, take messages, or transfer calls, screening incoming calls and correspondence and responds independently when possible.

Prepares outgoing mail and correspondence, including email and faxes.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to use Microsoft Office software. The ability to use and manipulate data tables in Microsoft Excel.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

EDUCATION and/or EXPERIENCE

Associate's degree or equivalent education; six months to one year clerical experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

This position does not require any certificates or licenses.

PHYSICAL DEMANDS *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk, and sit;

use fingers and hands to handle; talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate.

Prepared By: Benefits Coordinator			Date: 08/20/2018
Approved By: Executive Director, Human Resources			Date: 09/10/2018
<input type="checkbox"/> Reviewed	<input checked="" type="checkbox"/> Revised	By: Benefits Coordinator	Date: 03/15/2021
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:
<input type="checkbox"/> Reviewed	<input type="checkbox"/> Revised	By:	Date:

EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:

By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.

Print Name:	Date:
Employee Signature:	