

Anoka Hennepin Independent School District #11

Position Standard

HR GENERALIST – INSURANCE

Occupation Code 4030

LABOR RELATIONS & BENEFITS DEPARTMENT

Full Time 260 days/8 hrs/day

SUMMARY OF RESPONSIBILITIES

Under the direction of the Insurance Benefits Supervisor, this position will be responsible for administering insurance benefit plans, ensuring staff understand their benefits, aiding with enrollment, and addressing benefit-related inquiries. You'll manage various insurance policies, ensuring legal compliance, and handling claims processing. Additionally, you'll provide clerical support to the department as needed.

DUTIES AND RESPONSIBILITIES:

- **Benefits Administration:**
 - Work with the insurance team to manage employee benefits programs such as health insurance, dental insurance, workers compensation insurance, life insurance, disability insurance, and retirement plans.
 - Ensure employees comprehend their benefits, assist with enrollment procedures, and address any benefit-related concerns or issues.
- **Compliance:**
 - Ensure adherence to relevant insurance regulations and laws, staying informed about changes in insurance legislation.
- **Employee Education:**
 - Educate employees on insurance-related matters, including coverage details, claims procedures, and policy updates. Provide support and guidance to employees with insurance-related questions or concerns.
 - Conduct informational sessions, and offer one-on-one assistance as required.
- **Claims Management:**
 - Assist employees in navigating the claims process, resolving billing issues, and connecting them with additional resources when needed.
 - Coordinate with insurance providers, document claims, and ensure timely resolution.

Qualifications:

- High school degree or equivalent. Post-secondary coursework in Human Resources Management or a related field is preferred.
- Proven experience in an HR role with a strong understanding of HR best practices.
- Excellent communication and interpersonal skills, with the ability to build rapport with diverse stakeholders.
- Ability to multitask and handle confidential information with discretion.
- Strong attention to detail and organizational skills.
- Proficiency in MS Office Suite.

Physical Factors Include:

While performing the duties of this job, the employee is regularly required to sit, use hands, talk, and hear. The employee is occasionally required to stand; walk; reach with hands and arms; and lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.