

Anoka Hennepin Independent School District #11

Position Standard

HR SPECIALIST – INSURANCE

Occupation Code 4031

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 managing our insurance database, processing enrollment changes, troubleshooting health insurance issues, providing support for wellness programs, working with administrators to provide light duty assignments for employees with workers compensation restrictions, and assisting with website maintenance and support. Additionally, you'll provide clerical support to the department as needed.

DUTIES AND RESPONSIBILITIES:

- **Workers Compensation Administration**
 - Manage payroll compliance for employees on workers compensation leave and receiving workers compensation benefits
 - Work with supervisors and Workers Compensation Third Party Administrator to coordinate light duty work for employees in need of Work Comp Accommodations.
- **Insurance Database Management:**
 - Maintain accurate and up-to-date records in the insurance database.
 - Ensure compliance with regulations and company policies regarding data security and confidentiality.
- **Enrollment Changes:**
 - Handle requests for changes to insurance coverage, including adding or removing dependents, updating contact information, and adjusting coverage levels.
 - Coordinate with insurance providers and internal departments to ensure timely and accurate processing of benefit and deduction changes.
- **Health Insurance Troubleshooting:**
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 - Investigate and resolve inquiries regarding claims, coverage, premiums, and other insurance-related matters.
 - Collaborate with insurance carriers and third-party administrators to resolve complex issues.
- **Wellness Support:**
 - Assist in the implementation and promotion of wellness programs and initiatives.
 - Provide support to employees participating in wellness activities, including tracking participation, answering questions, and offering resources and encouragement.
- **Website Support:**
 - Assist in maintaining and updating the wellness web page, including content management and troubleshooting technical issues.
 - Collaborate with the IT team and external vendors to ensure website functionality and user experience meet company standards.
 - Monitor website performance and analytics to identify areas for improvement.
- **Other Duties as Assigned**

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.