



**ESCAMBIA COUNTY**

Department of Human Resources  
221 Palafox Place, HR Suite 200  
Pensacola, FL 32502-5835

(850) 595-3000 Out-of-Area: (866) 609-0603

<http://www.myescambia.com/jobs>

**INVITES APPLICATIONS FOR THE POSITION OF:**

**Benefits Specialist**  
**Human Resources Department**  
**Benefits Division**

*An Equal Opportunity Employer*

**RECRUITMENT RANGE**

\$22.21 - \$25.81 Hourly    \$1,776.80 - \$2,064.80 Biweekly  
\$46,196.80 - \$53,684.80 Annually

**ISSUE DATE:** 04/16/20

**FINAL FILING DATE:** Thu. 04/30/20 11:59 PM Central Time

**THE POSITION**

The incumbent in this class is responsible for providing complex services to employees and retirees related to employee benefits and retirement programs by processing claims, promoting and administering employee benefits and retirement programs, as well as counseling employees regarding benefits and retirement issues. No supervision is exercised over other employees, although work may involve leadership and oversight in training others in the department. The incumbent operates under the direction of the Benefits Manager in the Human Resources Department.

**EXAMPLES OF DUTIES**

Serves as a technical resource for employees, retirees, elected officials, and their families regarding health and welfare benefit programs, including medical, dental, prescription, vision, disability, flexible spending accounts, life insurance, and retirement programs

Processes benefits for County employees and retirees and determines eligibility for retirement benefits and other benefit programs, which includes interpreting laws, rules, regulations, policies, and contractual requirements

Responds to questions from employees, providers, and vendors related to benefits plan, eligibility and coverage by interpreting benefit plan documents and contracts, preparing and reviewing benefit claims, and retirement related correspondence

Assists in the development and administration of County benefits programs, to include preparing and giving presentations, creating informational materials, as well as evaluating programs and recommending changes

Processes insurance and retirement plan enrollments, changes, and terminations by entering and verifying employee benefit deductions in payroll system, conducting audits of benefit deductions for accuracy, as well as maintaining records and files of benefits and retirement related materials

Plans, monitors, and oversees the activities of assigned program areas within retirement and benefits

Prepares and analyzes informational reports by researching, compiling, and analyzing a variety of reports related to County, departmental, and /or program areas, within retirement and benefits, as well as transmits data to service providers

Audits, compiles, calculates, and analyzes a variety of financial data and transactions

Performs monthly billing reconciliation for various carriers by analyzing and investigating reconciliation findings to resolve discrepancies and well as reviewing and confirming benefit invoices and submitting same for payment

Performs other duties as assigned

## **QUALIFICATIONS**

### **Minimum Qualification Requirements:**

#### **Training and Experience:**

Bachelor's Degree in Human Resources, Business Administration, Finance, or a closely related field and three years of general human resources experience, including two years of responsible experience in employee benefits program administration; or, a combination of education and experience equivalent to these requirements.

#### **Licenses and Certifications:**

Valid driver's license

#### **Preferred Qualifications:**

PHR or SHRM-CP Certification

### **Knowledge, Skills, Abilities, and Other Characteristics (KSAOs):**

#### **Knowledge of:**

available employee benefits, retirement plans, and providers  
applicable Federal and State laws, rules, regulations, and contractual requirements  
benefits claims processing and payment functions  
the principles and practices for customer service  
payroll, benefits, and financial systems

claims administration principles  
confidentiality, privacy, and HIPAA rules and regulations related to protected health information  
research methods  
budgeting principles  
general office procedures  
record keeping principles  
computer applications  
database management principles

**Skilled in:**

providing customer service  
developing, implementing, promoting, and administering benefit programs  
prioritizing work  
operating a computer and related software applications  
performing mathematical calculations (subtraction, addition, multiplication, division, percentages, and decimals)  
resolving conflict  
planning projects  
communication  
interpersonal relations as applied to interaction with coworkers, supervisor, the general public, etc.

**Ability to:**

interpret, apply, and explain applicable laws, codes, regulations, policies, procedures, and contractual requirements  
conduct research and prepare related reports  
analyze problems by identifying alternative solutions and projecting consequences of proposed actions  
accurately perform mathematical calculations  
respond to changing situations and needs  
handle sensitive and confidential information  
work independently, manage multiple priorities, and meet assigned deadlines  
collect and analyze data  
maintain confidential files and records  
prepare clear and concise reports, correspondence, procedures, and other written materials  
establish and maintain effective working relationships with employees, retirees, and the general public

**SUPPLEMENTAL INFORMATION**

**County-wide Employee Responsibilities:**

All Escambia County BCC employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Escambia County BCC's Employee Code of Ethics, gift, and conflict of interest policies.

All Escambia County BCC employees must establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural

and linguistic backgrounds, regardless of race, color, religion, sex, national origin, age, disability, marital status, political affiliation, familial status, sexual orientation, pregnancy, or gender identity and expression.

**Physical Requirements:**

Positions in this class typically require: finger dexterity, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 25 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**Benefits/Compensation Package:**

- Medical / Dental / Vision plans
- Prescription coverage
- Employee health clinic
- Employee fitness centers
- Employer-sponsored retirement plan or an investment plan
- Deferred Compensation Plan
- Flexible Spending Account(s)
- Employee Assistance Program
- Annual/Sick Leave or Paid Time Off (PTO)
- Group Life Insurance

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.myescambia.com/jobs>

OR

221 Palafox Place, HR Suite 200  
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EXAM #03081  
BENEFITS SPECIALIST  
JF

## Benefits Specialist Supplemental Questionnaire

- \* 1. I understand that I am not to list a sitting Escambia County Commissioner as a reference and will not contact any Commissioner about this job posting. Should I list such reference, I understand my application will be rejected.  
 Yes, I understand.    No, I do not understand.
- \* 2. Do you have a bachelor's degree in Human Resources, Business Administration, Finance, or a closely related field **and** three years of general human resources experience, including two years of responsible experience in employee benefits program administration; **or** a combination of education and experience equivalent to these requirements.  
 Yes    No
- \* 3. Please describe how you meet the education and experience requirements of this position.
- \* 4. Please describe your work experience performing billing reconciliation for various carriers by analyzing and investigating reconciliation findings to resolve discrepancies as well as reviewing and confirming benefit invoices and submitting same for payment. In your response, include the name of employer(s) where these duties were performed and dates of employment (month/year). **NOTE: In order to receive credit, work experience must also be listed in the "Work Experience" section of this application.** If you have no experience performing the duties as listed above, write "none" in the blank space below.
- \* 5. Please describe your work experience with retirement benefits including determining eligibility for retirement benefits and interpreting laws, rules, regulations, policies, and contractual requirements for retirement benefits. In your response, include the name of employer(s) where these duties were performed and dates of employment (month/year). **NOTE: In order to receive credit, work experience must also be listed in the "Work Experience" section of this application.** If you have no experience performing the duties as listed above, write "none" in the blank space below.
- \* 6. Are you a current internal Escambia County BCC employee? **(For recruitment purposes temps, volunteers and contract employees are considered external applicants.)**  
 Yes    No

\* Required Question