



**Board of Education of the City of St. Louis**  
**CAREER OPPORTUNITY**

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<b>Position Title:</b>	Senior Benefits and Leave Specialist
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job#</b>	8989
<b>Reports to:</b>	Benefits Coordinator & Director of Employee Relations
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible
<b>Starting Salary</b>	\$75,000

**Position Summary:**

As the Senior Benefits & Leave Specialist, you will play a key role in assisting the administration and management of our fully insured employee benefit plans with the Benefits Coordinator. You will help provide essential support to departments in Human Resources, ensuring employees' benefits needs are met. This role involves assisting in the analysis of leave-of-absence requests, determining compliance with district, state, and federal regulations, and ensuring ongoing claim management aligns with district service standards and best practices. Additionally, you will be responsible for assisting in interpreting, presenting, and providing guidance and counsel on benefit plans to employees.

**Essential Functions:**

- Assist the Benefits Coordinator with the day-to-day administration of the employee benefits program, including enrollment, auditing, reporting, and management of benefit deductions for group health, welfare benefits, and 403B plans.
- Serve as an additional point of contact for employee inquiries regarding benefits, coverage, eligibility, and other related matters.
- Present benefits programs to new hires and conduct bi-weekly benefits orientations under the supervision of the Benefits Coordinator.
- Assist in the facilitation, communication, and documentation of benefits processes, including employee orientation, wellness programs, and annual benefits information.
- Maintain accurate records and data related to benefits plans and ensure compliance with policies and regulations.
- Collaborate across HR departments and provide back-up support for benefits-related tasks, including uploading and managing payroll and FSA files.
- Assist in supporting wellness initiatives and assist with the preparation and submission of required benefit documentation.
- Assist the Leave of Absence Manager with all leave-of-absence requests and disability paperwork, including FMLA and ADA, in compliance with district, state, and federal regulations.
- Assist the Leave of Absence Manager in the interpretation and application of the Family Medical Leave Act (FMLA) and related laws, including the review of medical certifications to determine eligibility and duration of leave.
- Assist in the counseling of employees on district policies and procedures related to leave, ensuring clear communication of approvals, denials, extensions, re-certifications, return-to-work plans, and other critical information.
- Exercise independent judgment and critical thinking to ensure decisions comply with applicable laws, policies, and regulations, while prioritizing and organizing daily responsibilities to meet all deadlines.
- Cross-train with other HR departments to effectively support other associates.
- Perform other duties as assigned.





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***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***