

BRANCBURG TOWNSHIP SCHOOL DISTRICT
Branchburg, New Jersey

JOB DESCRIPTION

Job Title: Confidential Secretary - Health Benefits Coordinator
Reports To: Director of Human Resources
Contract Terms: 12 month Individual Contract, Benefits Eligible

Job Goal: Coordinates employees health and employment benefits, supports the Director of Human Resources, and serves as the District Registrar.

Qualifications:

- Bachelor's degree
- Experience in an office setting implementing secretarial skills (preferably in the public sector)
- Proficient in Microsoft Office including: Word, Excel, PowerPoint
- Familiarity with Google platforms
- Prior experience with managing employee health benefits preferred

Performance Responsibilities:

Health Benefits:

- Accurate processing and maintenance of benefits for eligible employees
- Serve as liaison between district staff and health insurance brokers and providers.
- Explain coverage options and enroll new district employees in medical, dental and prescription plans.
- Remove terminated employees from medical, dental and prescription plans.
- Send COBRA information to all eligible employees.
- Provide notice of creditable insurance coverage to all employees annually, as well as when any changes that may occur in coverage or carriers.
- Complete optical reimbursement process.

Secretarial:

- At the direction of the Director of Human Resources, create and maintain personnel files.
- Maintain workers' compensation files and process workers compensation claim reports.
- Maintain all employee medical records separately from other personnel files.

- Reaches out to new Substitute Teacher and Substitute Nurse candidates to set up interviews with the Director of Human Resources.
- Completes and submits the Substitute Teacher payroll report biweekly to the Director of Human Resources
- Assist new Substitute Teacher candidates with the process of obtaining a Substitute Teacher certification as well as collecting onboarding paperwork
- Create and send letters of approvals for board of education meeting approvals for the Human Resources section.
- Manage the Pre-Employment Resources P.L. 2018, c. 5 form process required by the NJDOE.
- Serves as the district registrar.
- Perform other clerical related tasks as assigned by the Director of Human Resources.

Evaluations:

- In accordance with state regulations and Board of Education policy.

Board of Education Approved: November 2, 2023