

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: HUMAN RESOURCE SPECIALIST – BENEFITS AND ACA COMPLIANCE HUMAN RESOURCE DIVISION

GENERAL STATEMENT OF JOB

Benefits and ACA Compliance Specialist will be the incumbent specialist managing and overseeing all facets of ACA and Benefit compliance. The employee will work closely with our Human Resources, Payroll, and Accounting and Finance teams ensure legal compliance with ACA requirements. The ACA Specialist assist in the development, implementation, and oversight of internal reporting systems, processes, and procedures in order to maintain Guilford County School's compliance with federally mandated ACA data reporting requirements. Reports to the appropriate supervisor.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Serves as primary liaison between our ACA compliance software vendor(s) and internal HR/Benefits and Payroll departments to ensure that information is routed to the appropriate department(s).

Coordinates the tracking and workflow with regard to Technology and Worxtime.

Coordinates bronze plan enrollment data upload.

Reviews and completes documentation for exchange subsidy requests.

Performs all duties in compliance with internal procedures, external regulations, and bringing compliance issues to the attention of the director.

Conducts analysis and validation of pre/post data feeds between technology, third party service providers and external reporting agencies.

Researches and resolves technical problems, data discrepancies, unexpected reporting results, or process flaws;

Recommends viable solutions or alternate methods to accomplish project deliverables and meet established deadlines.

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Ensures compliance with the Affordable Care Act by updating payroll systems regularly and maintaining information regarding measurement periods, stability periods, and other reporting requirements.

Creates and reviews reports: Creates regular reviews periods, develops reporting consistent with mandates by the ACA and other comparable health care legislation to determine compliance and/or risk.

Reviews the status of employees under the ACA and regularly audits data to ensure that employees are properly classified and alerts/confers with executive management team where we have ACA eligibility risk.

Identifies potential areas of compliance vulnerability and risk, develops and implements corrective actions plans for resolution by involving directors and/or executive management team.

Coordinates LOA billing and reconciliation.

Coordinates federal IRS reporting.

Conducts internal company training, and shares knowledge of any ACA regulation changes/updates and best practices as needed.

Stays current on evolving information relative to ACA legislation.

Responds to questions and concerns by employee's regarding company benefits and the ACA.

This is a newly created position, which will require the employee to be resourceful, knowledgeable, and able to research complicated benefit's related subjects/regulations.

ADDITIONAL JOB FUNCTIONS

Provides assistance in other areas of the Benefits Department.

MINIMUM TRAINING AND EXPERIENCE

BA or BS in a related field and 5 years human resources experience, specifically reviewing and analyzing data; or any equivalent combination of education and experience which provides the required knowledge, skills and abilities. Preferred experience in

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project/process implementation specifically in the area of human resources. Also, working knowledge of the Affordable Care Act, including laws and legislation (such as measurement period, affordability, eligibility guidelines, transition relief and annual reporting requirements).

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of automated office machines including computers, scanners, calculators, printers, copiers, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communications: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisors.

Language Ability: Requires the ability to read correspondence, reports, forms, spreadsheets, rosters, insurance forms, turnaround documents, etc. Requires the ability to prepare correspondence, forms, reports, using proper format. Requires the ability to speak to people with poise, voice control, and confidence.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions, policies and procedures furnished in oral, written, diagrammatic or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English and government terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract totals; to perform pre-algebraic calculations, to multiply and divide; to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment or tools of the position.

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Manual Dexterity: Requires the ability to handle a variety of items, office equipment, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shapes of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

Experience with HRIS, Payroll (AS400) and other specialist software

Advanced knowledge in the use of Microsoft Word and Excel (i.e. mail merges, labels/correspondence, v-lookup formulas, and mathematical formulas)

Excellent mathematical skills, a superb attention to details, and superior analytical skills

Strong working knowledge of federal regulations related to COBRA, ERISA, ADA, HIPAA

Strong analytical and creative problem solving skills

Experience handling confidential matters with demonstrated discretion and good judgment

Experience translating business needs into formal requirements

Experience establishing, documenting, and maintaining procedures and processes

Experience creating functional and technical documentation

Experience with databases

Demonstrated ability to communicate technically complex concepts clearly and effectively to both technical and non-technical users

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Excellent oral, written, and interpersonal communication skills

Excellent organizational and time management skills, including the ability to manage multiple demands and/or projects simultaneously

Proficient in the latest web technologies and working knowledge of operating systems

Strong understanding of GCS HR processes and data, including eligibility and enrollment rules, and benefit procedures in order to ensure correct implementation

Strong understanding of HRIS database design, structure, functions and processes, and experience with database tools

Thorough knowledge of MS Excel, Word and PowerPoint

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.