Benefits Specialist (Job ID# 3657)

Calvert County Public School District
HUMAN RESOURCES - Prince Frederick, Maryland Open in Google Maps

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Job Details

Job ID: 5700416
Application Deadline: May 16, 2026 11:59 PM (Eastern Standard Time)
Posted: May 08, 2026 4:00 AM (UTC)
Starting Date: Immediately

Job Description

CALERT COUNTY PUBLIC SCHOOLS
Prince Frederick, Maryland 20678

May 8, 2026

POSITION	Benefits Specialist
DEPARTMENT	Department of Human Resources
LOCATION	Human Resources
REPORTS TO	Supervisor of Human Resources
ANNUAL WORK SUMMARY	12 months per year, 245 days per year, 8 hours per day.
WAGE/PAY RATE	Scale 29: $38.80/hr - $50.40/hr
FLSA STATUS	Non-exempt
APPLICATION DEADLINE	
EFFECTIVE START DATE	May 16, 2026
POSITION SUMMARY	The Benefits Specialist administers employee and retiree benefit and retirement programs for Calvert County Public Schools in compliance with applicable laws, negotiated agreements, and administrative policies. This position maintains required Maryland State Retirement Coordinator

certification and serves as a liaison to benefit carriers, the Maryland State Retirement Agency, and internal departments to ensure accurate and timely benefits administration.

The Benefits Specialist provides clear communication and customer service by conducting benefit orientations and open enrollment sessions, answering benefits and retirement questions, assisting with retirement counseling and paperwork, and managing COBRA, retiree, leave-of-absence, life insurance, death, and Medicare processes. Responsibilities also include maintaining benefits data, reconciling benefit invoices, generating reports, attending required MSRA meetings, supporting benefits-related planning meetings, and keeping the Human Resources Director and Benefits Supervisor informed of significant personnel and benefits matters.

EDUCATION, CERTIFICATION AND EXPERIENCE:

1. High School diploma required.
2. Bachelor's degree in Human Resources, Business Administration, or related field preferred.
3. A minimum of three (3) years of experience in employee benefits, retirement administration, payroll, or human resources administration in a public sector, educational, or government setting.
4. SHRM Certification preferred.
5. Maryland State Retirement Coordinator Certification (or be eligible to obtain upon employment)
6. Maryland State Notary Public (or be eligible to obtain upon employment).

SPECIAL REQUIREMENTS:

None

KNOWLEDGE, ABILITIES AND SKILLS:

(These are pre-employment knowledge, abilities, and skills that apply to the Essential Job Functions.)
At the time of application, the candidate must have:

1. Working knowledge of applicable federal and state laws pertinent to benefits and retirement administration (Maryland State Retirement Agency (MSRA), Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), Affordable Care Act (ACA), Health Insurance Portability and Accountability Act (HIPPA), Employee Assistance Program (EAP), 403B-Optional Retirement Accounts.)
2. Ability to use software and peripherals related to performance of job responsibilities.
3. Excellent oral and written communication and human relations skills.
4. Demonstrated commitment to employees and retirees.
5. Ability to produce reports, correspondence, and reconcile benefit invoices.
6. Ability to effectively present information and respond to questions relating to Calvert County Public Schools' benefits.
7. Ability to be flexible and creative in problem solving and identifying program improvements.
8. Ability to prioritize tasking in a fast paced, multi-faceted environment.
9. Such alternatives to the above qualifications as the Calvert County Public Schools may find appropriate and acceptable.

ESSENTIAL JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES:

1. Achieves and maintains required Maryland State Retirement Coordinator certification.
2. Complies with all federal, state, and local laws and regulations as well as the administrative policies and procedures and current negotiated agreements for Calvert County Public Schools.
3. Effectively communicates benefit and retirement programs to employees in accordance with plan provisions and legal regulations.

4. Acts as a liaison between Calvert County Public Schools and benefit carriers and the Maryland State Retirement Agency to ensure effective administration.
5. Manages and processes benefit plans for retired employees.
6. Processes and files death and life insurance waiver claims as needed.
7. Processes COBRA notices as needed.
8. Accepts and processes payments for COBRA, Leaves of Absence (LOA), and retirees who make direct payment to Calvert County Public Schools' for insurance coverage.
9. Works closely with the Human Resources Associate assigned to benefits to ensure all benefits processes are completed by deadlines.
10. Works closely with Medicare retiree support service to process Center for Medicare Services (CMS) insurance verification forms for retirees applying for Medicare B.
11. Processes and responds to all medical child support requests from child support agencies as needed.
12. Conducts benefit orientations, annual open enrollment meetings, and individual meetings with employees regarding benefits.
13. Coordinates open enrollment procedures with benefit providers each year and produces all open enrollment materials and communication plans annually and as needed throughout the year.
14. Maintains benefit-related information in the resource management system.
15. Answers employee benefit questions, assists with problem resolution, and provides prompt service to employees/retirees via phone, email, letters, and in-person.
16. Reconciles, verifies, and processes benefit invoices accurately and on time.
17. Generates various reports at the request of the director.
18. Participates in benefit plan meetings with administration.
19. Provides members with MSRA literature about retirement benefits and the proper retirement forms and notifies members of filing deadlines.
20. Meets with and assists employees in completing their retirement paperwork.
21. Reviews and submits retirement forms verifying member information such as work history, salary, and sick leave balances.
22. Attends MSRA meetings as required.
23. Communicates with human resources, IT, and finance department staff on specific matters about the employee (i.e. payroll, disability, life insurance).
24. Updates the human resources supervisor daily on specific personnel matters.
25. Interacts positively with others.
26. Reports to work on time daily.
27. Works under stress and meets all deadlines.

OTHER JOB FUNCTIONS, RESPONSIBILITIES, AND DUTIES:

Performs related work as required or assigned by the Director and/or Supervisor of Human Resources.

PHYSICAL AND PSYCHOLOGICAL CONDITIONS/DEMANDS:

Position requires significant periods of sedentary work using a computer, monitor, and mouse, but may also include periods of standing and walking.

UNUSUAL DEMANDS:

Position may require flexibility in work hours.

EVALUATION:

Performance will be evaluated in accordance with the policy on evaluation as established by Calvert County Public Schools.

APPLICATION PROCEDURE:

All applicants please apply through the applicant tracking system located on the Calvert County Public Schools' website – www.calvertnet.k12.md.us.

References must be directly related to education experience and must include immediate supervisor.

Prior to the filling of any vacancy, permanent employees who have requested a transfer in a timely manner shall be afforded an opportunity meet with the supervisor of the position for which the vacancy exists.

State law requires that anyone hired after October 1, 1986, who will have contact with school children, must be fingerprinted and submit to a criminal background investigation. Federal law requires that a new employee must complete the Employment Eligibility Verification (Form I-9) in person before beginning employment. Employment is conditional upon successful completion of a drug screen. Current employees of the Calvert County Public Schools are exempt from these requirements.

House Bill 486 – Child Sexual Abuse and Sexual Misconduct Prevention Statement

Pursuant to Section 6-113.2 of the Education Article, Annotated Code of Maryland - House Bill 486 Child Sexual Abuse and Sexual Misconduct Prevention, all applicants are required to report all former employment where direct contact with minors may have occurred. The applicant must submit the contact information of the current employer, all former school employers, and all former employers not school related. Applicants should also include contact information for organizations where the applicant has volunteered, coached, mentored, tutored or otherwise had direct contact with minors.

Nondiscrimination Statement

Calvert County Public Schools does not discriminate on the basis of race, ethnicity, color, religion, sex, age, national origin, marital status, sexual orientation, gender identity, or disability, or any other characteristic protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs.

Calvert County Public Schools does not refuse enrollment of a prospective student, expel a current student, or withhold privileges from a current student, or prospective student, or the parent or guardian of a current or prospective student because of an individual's race, ethnicity, color, religion, sex, age, marital status, sexual orientation, gender identity or disability.

Calvert County Public Schools does not discipline, invoke a penalty against, or take any other retaliatory action against a student or parent or guardian of a student who files a complaint alleging that the program or school discriminated against the student, regardless of the outcome of the complaint.

The following persons have been designated to handle inquiries regarding the non-discrimination policies:

- Director of Student Services
- Director of Human Resources
  443-550-8000

For further information on notice of non-discrimination, visit the Office for Civil Rights Complaint Assessment System at: https://ocrcas.ed.gov or call 1-800-421-3481.

Position Type: Full-Time
Salary: $38.80 to $50.40 Per Hour

Job Requirements

- Citizenship, residency or work visa required

Contact Information

Calvert County Schools
1305 Dares Beach Rd
Prince Frederick, Maryland 20678
Phone: (410) 535-1700
Email: Districtadmin@calvertnet.k12.md.us

Map

The content you submit, offer, contribute, attach, post, or display (each a "Submission") will be viewed by other users of the service who may or may not be accurately representing who they are or who they represent. Do not include any sensitive data in your submissions. Any submission or any use or reliance on any content or materials posted via the service or obtained by you through the use of the service is at your own risk. "Sensitive data" for purposes of this section means social security or other government-issued identification numbers, medical or health information, account security information, individual financial account information, credit/debit/gift or other payment card information, account passwords, individual credit and income information or any other sensitive personal data as defined under applicable laws.