



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	Employee Benefits Specialist	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Risk Management	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 51

BASIC FUNCTION:

Under the direction of assigned supervisor, perform a variety of technical duties in support of employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities; serve as a technical resource to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Perform a variety of technical duties in support of employee health and welfare benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities; provide eligible employees, domestic partners, retirees and surviving spouses with benefits; assure proper handling of transactions for active employees at the District for health and welfare benefits
- Serve as a technical resource to personnel concerning employee benefits and eligibility information, insurance plans, enrollment options, transit passes, cash-in-lieu, flexible spending accounts, eligibility, coverage and claims; respond to inquiries, resolve issues and conflicts and provide technical information concerning related policies, procedures, guidelines, rules and regulations
- Participate in open enrollment activities for health and welfare benefits for full-time employees; assist employees with completing enrollment forms; prepare, distribute, process and evaluate enrollment forms according to established procedures; establish and maintain permanent employee benefits records; assist employees with changes and selecting appropriate plans
- Work with third party administrator (TPA) to ensure COBRA enrollment for eligible separated District employees and their dependents and process retiree benefits; eligible District employees and their dependents; maintain COBRA database for active employees, retirees and COBRA participants; input COBRA and retiree payments; terminate employee coverage through health carriers; submit rates to TPA as reported by carriers

- Troubleshoot and resolve employee issues and concerns regarding benefits; research information as necessary; prepare and distribute correspondence to employees, retirees and plan participants concerning employee benefit plans, policies, procedures and related information; provide employees with related informational materials; refer staff to outside resources as appropriate
- Input employee, enrollment, benefits and a variety of other data into an assigned computer system; maintain automated employee records and files; update the benefits module screens; generate computerized reports as requested; maintain accuracy of input and output data
- Process personnel requisitions spreadsheets according to established procedures; enter data related to new hires, leaves of absence, COBRA and other pertinent data
- Compile information and prepare and maintain a variety of records and reports related to employee benefits information, rates, retirements, terminations, insurance plans, contracts, payments, financial activity and assigned duties; establish and maintain filing systems; retrieve and respond to telephone calls and e-mails; reconcile health carrier bills; receive discrepancy reports and research and evaluate submitted payments
- Communicate with personnel, insurance providers, brokers and various other outside agencies to exchange information, coordinate activities and resolve issues or concerns
- Operate a variety of office equipment including a calculator, copier, fax machine, scanner, computer and assigned software
- Perform standard office activities including filing, printing transactions, photocopying, scanning faxing, and stamping and distributing mail; order office supplies as needed
- Participate in other activities including orientations, Medicare reimbursements to eligible retirees, completing court ordered documents and planning health fairs
- Attend various assigned meetings and conferences; participate on assigned committees; develop agendas

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, practices, terminology and procedures used in benefits administration

Employee benefit packages and insurance programs

Summary plan descriptions, vendor contracts and related forms

Accounting practices, procedures and terminology

Processing of various insurance claims

Employee benefits enrollment practices and procedures

Collective bargaining agreements and other related personnel procedures

Basic budget practices and processes such as budget transfers

Policies and objectives of assigned programs and activities

Applicable laws, codes, regulations, policies and procedures

Preparation, review and control of assigned accounts
Interpersonal skills using tact, patience and courtesy
Record-keeping and report preparation techniques
Oral and written communications skills
Modern office practices, procedures and equipment
Correct English usage, grammar, spelling, punctuation and vocabulary
Operation of a computer and assigned software
Mathematical computations

ABILITY TO:

Perform a variety of technical duties in support of employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities
Serve as a technical resource to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures
Process, evaluate and assist employees with the completion of enrollment forms
Troubleshoot and resolve employee issues and concerns regarding benefits
Perform a variety of accounting duties including fund disbursement and accounts receivable functions
Prepare and maintain permanent employee benefits records and files
Update records and notify personnel with changes in employment status
Interpret, apply and explain rules, regulations, policies and procedures
Utilize a computer to enter data, maintain records and generate reports
Make arithmetic calculations quickly and accurately
Communicate effectively both orally and in writing
Establish and maintain effective working and cooperative relationships with others
Meet schedules and time lines
Plan and organize work
Prepare and maintain a variety of records and reports
Operate standard office equipment including a computer and assigned software

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in human resources, business administration or related field and three years increasingly responsible experience working with employee benefit programs

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials
Hearing and speaking to exchange information
Sitting or standing for extended periods of time
Bending at the waist, kneeling or crouching to file materials