

TITLE:	Senior 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	4/24/2019	SALARY GRADE:	Schedule: 56 Range: 53

BASIC FUNCTION:

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

REPRESENTATIVE DUTIES – Distinguishing Characteristics:

The Senior Employee Benefits Specialist classification provides lead direction, training and guidance to other Risk Management/Benefits staff. They are the technical expert in all Benefits areas as well as specializing in retiree benefits and the processing of/and liaison with providers of district benefits providers.

The Employee Benefits Specialist is the journeyman level classification providing a variety of benefits services to all district employees.

ESSENTIAL DUTIES:

- Coordinate and participate in annual open enrollment events.
- Conduct new employee benefit orientations and retiree planning seminars.
- Assist department Manager with budget development, creating purchase orders and processing budget transfers.
- Attend various assigned meetings and conferences; participate on assigned committees; develop agendas.
- Communicate benefit options to employees, facilitating informational meetings and creating educational materials.
- Enroll new hires in benefits plans and review employee's status changes to determine applicable benefits eligibility and premiums.
- Participate in drafting annual rate sheets and ensuring rates are updated in the system.
- Processes monthly payment and reconciliation of invoices for accuracy and timely payments to vendor partners.
- Performs monthly updates and reconciliations of employee benefits changes in the system to insure timely and accurate processing for payroll deductions.
- Primary contact for with third party administrators to insure timely and accurate implementation of benefits, eligibility and regulatory changes.
- Developing and implementing processes and procedures to improve benefits delivery, maintenance and tracking systems.
- Compile information, prepare and maintain a variety of records and reports related to employee benefits information, census data, rates, retirements, terminations, insurance plans, contracts, payments, financial activity, including complex statically and accounting reports.
- Coordinate with other departments to ensure timely, accurate implementation of benefits programs and charges, system data and compliance with regulations.
- Provide oversight of benefits office operations when Risk Manager is not available.
- Prepare correspondence to employees, carriers and vendors.
- Process personnel requisitions spreadsheets according to established procedures; enter data related to new hires, leaves of absence, COBRA and other pertinent data.
- Provide lead direction and oversight to Benefits Specialists.
- Research and analyze existing and proposed benefits programs and coverages.
- Serve as a technical resource to personnel concerning employee benefits and eligibility information.
- Work with department Manager to maintain and ensure the accuracy of the benefits website.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of knowledge skills and abilities required to satisfactorily perform the essential duties and responsibilities.

Education and Experience: Any combination equivalent to:

- A. Graduation from high school supplemented by 48 units of college level course work or an Associate's Degree. Bachelor's degree in Human Resources, Business Administration or a related field degree desired.
- B. Four (4) years' experience in human resources with two (2) years specialized experience in any or all of the following areas; Employee Benefits, Human Resources, Compliance. Two (2) years' experience working in a school district employee benefits office preferred.

LICENSES AND OTHER REQUIREMENTS:

Employment eligibility that includes fingerprint, tuberculosis and/or other employment clearance.

Incumbents in this classification may be required to speak, read and write in a designated second language.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Accounting practices, procedures and terminology
- Applicable laws, codes, regulations, policies and procedures related to employee benefits
- Basic budget practices and processes such as budget transfers
- District contracts, Collective bargaining agreements, business process and benefits processing
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Data entry and retrieval techniques
- Employee benefit packages and insurance programs
- Employee benefits enrollment practices and procedures
- Human resources office functions, practices and procedures
- Interpersonal skills using tact, patience, courtesy and professionalism
- Mathematical computations
- Methods, practices, terminology and procedures used in benefits administration
- Modern office practices, procedures and equipment
- Operation of a computer and assigned software
- Operations, policies and objectives relating to employee benefits activities
- Oral and written communication skills
- Policies and objectives of assigned programs and activities
- Practices and procedures related to classified and/or certificated personnel
- Preparation, review and control of assigned accounts
- Processing of various insurance claims
- Record-keeping and report preparation techniques
- Summary plan descriptions, vendor contracts and related forms
- Telephone techniques and etiquette

ABILITY TO:

- Communicate effectively both orally and in writing
- Complete work with many interruptions
- Compose correspondence and written materials independently
- Determine appropriate action within clearly defined guidelines
- Distribute, screen and process benefits applications and other benefits and personnel related documents
- Establish and maintain cooperative and effective working relationships with others
- Interpret, apply and explain rules, regulations, policies and procedures
- Keyboard or input data at an acceptable rate of speed
- Maintain confidentiality of sensitive and privileged information
- Make mathematical computations with speed and accuracy
- Meet schedules and time lines
- Operate a variety of office equipment including a computer and assigned software
- Participate in the planning and coordination of health fairs and open-enrollment activities
- Perform a variety of accounting duties including fund disbursement and accounts receivable functions
- 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
- Plan and organize work
- Prepare and maintain a variety of manual and automated vendor and employee benefits files, records and reports
- Process, evaluate and assist employees with the completion of benefit enrollment forms
- Provide information and assistance to classified and certificated employees regarding employee benefits, policies and procedures
- Serve as a technical resource to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures
- Troubleshoot and resolve employee issues and concerns regarding benefits
- Understand and follow oral and written instructions
- Update records and notify personnel with changes in benefits status
- Utilize a computer to enter data, maintain records and generate reports

WORKING CONDITIONS:

ENVIRONMENT:

- District Office environment
- Interactions with dissatisfied, hostile and irate individuals
- Subject to demanding time lines and constant interruptions

PHYSICAL ABILITIES:

- Bending at the waist or kneeling to file and retrieve materials
- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person and on the telephone
- Operating a computer keyboard for extended periods of time
- Seeing to read and compose a variety of written or digital materials
- Sitting or standing for extended periods of time

HAZARDS:

- Contact with dissatisfied or abusive individuals.
- Extended viewing of computer monitor.
- Sitting for an extended period of time