

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Insurance Specialist
Pay Table:	Support
Pay Grade:	9
FLSA Status:	TBD
Job Code:	541
Reports to:	Human Resources Associate Director

JOB SUMMARY

Under the direction of the Human Resources Associate Director, the Insurance Specialist supervises and assists with the processing, enrollment, maintenance, claims and reports of the district insurance benefits. Responsibilities include benefit-related enrollments, insurance record maintenance, claim processing, report preparation, and employee counseling and assistance.

ESSENTIAL JOB FUNCTIONS

- Assists employees and retirees with insurance questions and concerns (over the telephone or in person). Acts as liaison between the employee, the insurance companies and the district insurance consultant. Gathers information on insurance issues (often complicated) for use by consultant in resolving problems with insurance companies.
- Monitors district compliance with benefit-related laws and regulations (COBRA, HIPAA, FMLA, etc.). Assists employees and provides information relating to the regulation requirements.
- Analyzes and corrects premium payment reports. This includes a review of such data as hours worked, part-time or full-time status, prepayment, premium deduction schedule, and fund availability. Creates insurance adjustment deductions and sends notifications to employees.
- Prepares presentations and conducts insurance orientations for new employees.
- Assists with development of employee benefits booklets and other orientation materials, including ongoing educational resources for all district employees.
- Maintains paper and electronic insurance files for employees and retirees.
- Enters benefit enrollment data into computer.
- Coordinates with data processing in continuing development and refinement of insurance-related data collection, storage and retrieval (e.g., suggests changes and modifications, tests programs, etc.).
- Supervises and assists with processing of COBRA-related transactions, including preparation and sending of employee COBRA notifications, collection of enrollment forms and payments for transmittal to the insurance companies, and preparation of

- monthly enrollment reconciliations for each company.
- Processes disability and death claims for employees. Answers questions and assists claimants.
- Generates employee eligibility data and transmits monthly to carriers (i.e., sets date parameters, makes required record adjustments, creates records, e-mails or mails data to companies). Prepares monthly reconciliation of company-processed eligibility data.
- Creates and prints insurance-related reports. Evaluates and analyzes data, reporting concerns as required.
- Provides information, makes recommendations and otherwise assists with development of insurance plans and with plan modification. Assists with implementation of insurance plans and changes.
- Participates in resolution of insurance-related issues with Data Processing and Payroll Departments.
- Assists in planning and coordinating annual open enrollment meetings, activities, communications and administrative adjustments including facilitating the on-line enrollment program (i.e., assists with development and modification of programming, maintains system, coordinates with insurance companies on adjustments, assists with development of enrollment forms, reviews and resolves error reports).
- Analyzes insurance carrier's discrepancies reports on enrollment or premium issues. Resolves related problems and errors.
- May assist applicants, employees, and other visitors at the front counter.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Three (3) years of experience related to similar tasks, knowledge, skills and abilities or an equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write fluently and perform complex mathematical calculations.
- Ability to operate computer and small office equipment.
- Familiarity word processing, spread sheet and district programs
- Strong interpersonal skills.
- Ability to communicate detailed procedures and processes (over the telephone and in person).

PHYSICAL DEMANDS

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. The work also requires the following physical abilities in order to perform the essential job functions: hearing, mental acuity, repetitive motion, speaking, talking and visual acuity.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

The Davis School District has the right to revise this position description at any time.