

OXNARD UNION HIGH SCHOOL DISTRICT

CLASS TITLE: INSURANCE SPECIALIST

DEFINITION:

Under the direction of the Risk Manager, the confidential employee performs a variety of technical, accounting, clerical duties in support of the District's employee benefits program; processes enrollment, maintains records, and assists employees as needed; provides assistance with liability and workers' compensation claims and related duties.

STATEMENT OF TYPICAL DUTIES:

- a. Performs a variety of technical, accounting and clerical duties in support of the District's employee benefits program; processes enrollment, maintains records; assists employees as needed; provides assistance with liability and workers' comp claims.
- b. Conducts group and individual orientation sessions to explain benefit plans, enrollment options, coverage and filing of claims.
- c. Enrolls, adds, and deletes individuals on benefit plans; changes benefit status of employees, retirees, dependents, and terminated workers; conducts annual open enrollment.
- d. Reconciles billings and premiums; determines, requests, and remits premium payments; processes medical voluntary deductions and balances contributions; calculates pro-rated premiums for part-time employees as requested by health care providers; assists individuals with resolving claim problems and questions.
- e. Maintains a variety of files and records including participant status; enrollments, eligibility, and related information, using computer systems; conducts surveys to update records; assigns codes to identify and categorize plan participation.
- f. Establishes, maintains and coordinates COBRA, AB528 and retiree benefits.
- g. Collects, compiles, and summarizes a variety of data.
- h. Audits open workers' compensation claims to verify physician notes.
- i. Maintains and distributes supplies of benefits information, claims forms, and related materials.
- j. Performs other related tasks and assumes responsibilities as may be assigned by proper authority.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Insurance processing practices and procedures.
- Insurance programs, procedures and forms.
- General financial/statistical record keeping methods and procedures.
- Computer applications for record keeping and report generation.
- Modern office practices, procedures, and equipment.
- Oral and written communications skills.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

- Interpret and explain information related to insurance benefit programs.
- Prepare and maintain a variety of records and data.
- Read, write, speak and understand English; follow oral and written directions.
- Type accurately at an acceptable rate of speed.
- Perform mathematical computations with accuracy.
- Meet schedules and timelines.
- Plan and organize work.
- Work confidentially with discretion; work independently with minimal supervision.
- Communicate effectively both orally and in writing..
- Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of responsible accounting/financial/clerical experience and training, preferably including experience working with insurance programs.

PHYSICAL CHARACTERISTICS:

Must be able to bend, stoop, reach, lift and stand for prolonged periods; see to read fine print; depth perception to file; use hands and fingers to operate office equipment; speak clearly; and hear well enough to communicate effectively in person and on the telephone to be able to perform all tasks.

WORKING CONDITIONS:

District office environment.

Approved: September 8, 1999