Benefits Representative II

Purpose Statement

The job of Benefits Representative II is done for the purpose/s of performing a wide range of activities pertaining to the development, implementation and evaluation of fringe benefit plans and consulting services for Fringe Benefit Consortium (FBC) member districts.

Essential Functions

- Analyzes Requests for Proposals for the purpose of summarizing for evaluation by Fringe Benefits Specialist.
- Assists with benefit plan design development and plan document updates for the purpose of assuring all new legislation is applied properly to various benefit plans.
- Attends meetings and conferences for the purpose of maintaining current knowledge of fringe benefit related regulations and acting as liaison between district and carriers.
- Conducts in-service training for member districts for the purpose of providing information on insurance administration, billing procedures and regulatory changes.
- Coordinates the preparation of Evidence of Coverage books and open enrollment material supply orders for the purpose of ensuring each district's carrier related material needs are met.
- Develops and publishes administrative guides for each line of insurance benefit for the purpose of assisting districts with fringe benefits issues.
- Prepares a wide variety of written materials (e.g. county-wide survey of benefits for all districts, literature for open enrollments, legislative update publications, plan comparisons, contracts, summaries, etc.) for the purpose of providing written reference and/or conveying information.
- Promotes FBC programs for the purpose of increasing interest and participation in programs.
- Researches and resolves eligibility, benefit and claim issues and questions for the purpose of ensuring accuracy of records and maximizing eligible payments.
- Reviews contracts for the purpose of assuring correct language and benefit levels prior to circulation for final signatures.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; utilizing standard office equipment including using pertinent software applications;.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: all employee
benefits, including but not limited to medical, dental, vision, HIPAA, COBRA, FMLA, Obamacare, life and long term care; accounting/bookkeeping principles; pertinent codes, policies, regulations and laws; school district structure; and principles of negotiation/arbitration.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to impact the organization’s services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

**Experience**

Job related experience within a specialized field is required.

**Education**

Bachelors degree in job-related area.

**Equivalency**

Any combination equivalent to: a bachelor's degree in business or public administration, insurance or closely related field and a minimum of three (3) years of professional experience in a similar position performing comparable scope of duties and responsibilities. Experience with self insured public school fringe benefit programs is highly desirable.

**Required Testing**

Certificates

- CA Life and/or Health Insurance license
- Driver’s License & Evidence of Insurability

**Continuing Educ./Training**

Clearances

- Criminal Justice Fingerprint/Background Clearance
- Tuberculosis Clearance

**Maintains Certificates and/or Licenses**

- FLSA State: Non-Exempt
- Salary Range: Classified Management, Grade 28

**Personnel Commission Approved:** October 19, 2016