BUENA PARK SCHOOL DISTRICT

EMPLOYEE BENEFITS TECHNICIAN

DEFINITION

Under the general supervision of the Director of Fiscal Services and/or Fiscal Service Manager, assists in the coordination and dissemination of health, welfare and fringe benefits to District employees and retirees.

ESSENTIAL DUTIES

Enroll eligible employees into District-provided benefit programs. Counsel, advise and/or answer employees andretirees inquiries regarding available District-provided and optional benefit programs. Serves as liaison betweeninsurance providers and employees. Provide information regarding costs, coverage, plan terms and conditions to all eligible employees. Reviews and reconciles individual vendor accounts, including the identification and correction of discrepancies and processing of documentation for billing and payment. Enters, updates, reviews, verifies and maintain employee benefit information into a variety of database management systems. Make changesin voluntary deductions, including health insurance into the district payroll database. Counsels employees concerning retirement benefit options provided by the district. Ensures the confidentiality of employee files, records and documents as related to employee benefits. Oversees the administration of Consolidated Omnibus Budget Reconciliation Act (COBRA) and Health Insurance Portability Accountability Act (HIPPA) compliance.Assures the appropriate notifications are given to employees in accordance with federal regulations. Prepare andorganize materials, information and procedures utilized for open enrollment of employees eligible for District benefits. Bills new retirees and employees on maternity/medical leave for benefit coverage. Interprets collective bargaining agreements as related to employee benefits. Compiles, prepares and submits a variety of reports. Participates in meetings and provides input to administration as related to employee benefits programs and processes. Attends workshops and seminars to keep current with the industry, laws and regulations as related to benefits administration. Regularly assist with the processing of district payroll.

OTHER REPRESENTATIVE DUTIES

Responds to questions, concerns, or complaints from employees and other appropriate individuals relative to insurance. Files records and documents relating to work performed; prepares special reports as required or assigned by supervisor. Performs other related duties as required or assigned in relationship to essential duties.

QUALIFICATIONS

Knowledge of:

- Principles, methods, procedures and practices of employee benefit programs administration.
- Current laws, rules, regulations and governance as applicable to employee benefits program administration, including applicable sections of Education Code, Affordable Care Act (ACA), Consolidated Omnibus Budget Reconciliation Act (COBRA) and Health Insurance Portability and Accountability Act (HIPAA).
- Conflict resolution methods and practices.
- Computerized database management.
- Managing files and records.
- Operation of a computer work station, and other office machines.
- District organization, operations, policies and objectives.
- Appropriate terminology and vocabulary of the assigned department.
- Standard American English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills; using tact, patience, and courtesy.
- Telephone techniques and etiquette.
- Applicable sections of the State Education Code, employee association agreements and other applicablelaws.

Ability To:

- Understand, interpret, apply and explain applicable laws, rules, regulations, policies, and collectivebargaining agreements.
- Effectively communicate orally and in writing.
- Inform others in a timely manner.
- Respond appropriately to the needs of clients.
- Effectively manage time, priorities, resources, and assignments to meet deadlines.
- Maintain self-control in demanding or difficult work situations.
- Identify the central issue of a problem and differentiate relevant from irrelevant information.
- Make arithmetic calculations quickly and accurately.
- Operate the District's computerized payroll and human resource systems.
- Operate a variety of software and email programs.
- Maintain records and prepare reports.
- Understand and follow both oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain confidentiality and utilize discretion in all communications.
- Perform work despite interruptions.
- Type at an acceptable rate of speed.

EDUCATION

Graduation from high school; including by course work in accounting or financial record-keeping or formaltraining (i.e. vocational or college) in benefits administration or human resources management is preferred.

EXPERIENCE

Three years of technical clerical experience in processing employee benefits transactions and/or providing benefitsinformation. School district or public sector benefits administration experience is preferred.

PHYSICAL DEMAND AND WORK ENVIRONMENT

Physical Demands:

- Occasionally lifts and carries objects up to 15 pounds, unassisted, and up to 25 pounds (infrequently).
- Sits, stands, walks, bends, stoops and rotates head left and right from a neutral position.
- Grasps and grips with hands to hold and move equipment, supplies, and/or other related items.
- Repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files and phone.
- Uses near visual acuity at 20 inches or less to facilitate clerical work, safety, and other related areas.
- Observes surroundings within one's periphery to facilitate safety and other related areas.

Working Environment:

- Work in an indoor, climate-controlled environment 95% of the work day and 5% outdoor.

LICENSE REQUIREMENT

Possession of a valid California Motor Vehicle Operator's License

CONDITION OF EMPLOYMENT

Insurability by the District's liability insurance carrier