

JOB DESCRIPTION

Title:	Benefits Specialist	Reports To:	HR Coordinator of Operations
Department:	Human Resources	Bargaining Unit:	<input type="checkbox"/> CSEA 860 <input type="checkbox"/> CSEA 27 <input type="checkbox"/> Confidential <input type="checkbox"/> AEA <input checked="" type="checkbox"/> Management <input type="checkbox"/> Unrepresented
		No. of Work Days:	261 days
FLSA Classification:	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non Exempt	Type:	<input type="checkbox"/> Reclassification <input type="checkbox"/> Update of job description <input checked="" type="checkbox"/> New job description
Salary Schedule:	<input type="checkbox"/> Contract <input type="checkbox"/> Executive Cabinet <input checked="" type="checkbox"/> Management/Confidential/Licensed <input type="checkbox"/> CSEA 27 <input type="checkbox"/> CSEA 860 <input type="checkbox"/> AEA <input type="checkbox"/> Unrepresented		

GENERAL SUMMARY OF DUTIES:

Performs a variety of routine and complex administrative, technical and professional work. Analyzes and administers various components of the employee benefits' programs for Alameda Unified School District.

The Benefits Specialist must maintain utmost confidentiality in dealing with employee records and business information.

DUTIES OF THE JOB:

- Analyze current benefits, evaluating usage, services, cost, and competitive trends in benefits programs
- Prepare, collect and organize data for actuarial assessments
- Monitor administrative costs of benefit programs and recommend cost containment strategies including alternative methods for administration and funding
- Prepare budgetary recommendations and assist in monitoring, verifying and reconciling budgeted funds
- Implement and maintain Group Benefits databases and prepare regular benefits reports
- Reconcile and balance billings for group health, and any other form of billing that may fall within the scope of benefits

- Maintain all employee and retiree enrollment records for group health program, benefit changes, and plan compliance
- Receive and process retiree benefit payments
- Oversee and perform benefits related invoicing for supervisory review and approval
- Ensure timely and accurate payments of all invoicing
- Analyze existing benefits policies of organization and prevailing practices among similar organizations to recommend changes which may establish more competitive benefit programs
- Perform benefits audits of related records and systems
- Maintain up-to-date and thorough knowledge of all benefit provisions and eligibility requirements, including, but not limited to health and welfare and section 125 plans
- Coordinate the District's supplemental benefits program
- Work closely with third party administrators (TPA's) to provide accurate accounting for the 403b and 457 retirement savings plans
- Assist employees in communicating with the TPA to ensure reasonable responses to employee concerns and accuracy in the application of policies
- Maintain all active employee and COBRA enrollment records for the group health program, as well as an up-to-date, timely and accurate correspondence of all benefit changes to participants
- Prepare and distribute written and verbal information to inform employee groups of benefits programs
- Conduct employee meetings to explain benefit programs, conduct enrollments, and provide training to employees on benefit plans
- Interact with employees, active and retired, in relation to their benefits
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

ABILITY TO:

- Establish trusting and cooperative relationships with all groups of employees

- Oversee overall record keeping of the District and State/Federal benefits with high accuracy and attention to detail
- Perform other high level accounting analysis and projects as assigned

EDUCATION AND EXPERIENCE:

- Bachelor's degree preferred, or two years of college level accounting, supplemented with progressively responsible, related experience including business course work; or, combination of education and experience sufficient to perform essential functions of position
- Minimum of two years of experience in administration and evaluation of health care insurance and other employee benefits

KNOWLEDGE AND SKILLS:

- Strong background in records maintenance preferred
- Extensive knowledge of federal laws dealing with employee benefits, including IRS and HIPAA regulations
- Ability to carry out assigned projects to their completion with minimal supervision and Ability to work independently with a multitude of tasks.
- Ability to communicate effectively both verbally and in written form. Ability to establish and maintain professional and effective working relationships with employees, supervisors, other departments, and external entities each of which require cooperative efforts on both sides.
- Ability to maintain and ensure the confidential nature of the Fiscal and Human Resource departments.

SUPERVISES AND SUPPORTS:

- Supervises fiscal clerical staff as needed and assigned by HR Management
- Supports Human Resource and Fiscal departments in Benefit related tasks and projects

PHYSICAL REQUIREMENTS:

Frequency key: None (1); Occasional - up to 25% of shift (2); Intermittently – up to 50% of shift (3); Frequently – up to 75% of shift (4)

Activity	Frequency	Activity	Frequency
Bend	1	Lift/carry 0-10 lbs	2
Twist	1	Lift/carry 11-25 lbs	2
Squat	1	Lift/carry 26-40 lbs	1
Kneel	1	Lift/carry 41-100 lbs	1
Climb	1	Stand	2
Reach above shoulder	1	Walk	2
Grip/Grasp	2	Sit	3
Extend/Flex Neck	1	Drive	2
Use Right Hand	2	Perform Repetitive Hand Motions	3
Use Left Hand	2	Keyboarding/Mouse Work	3
Ability to See	4	Ability to Hear	4

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and, in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.