

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: ADMINISTRATIVE ASSISTANT-BENEFITS TECHNICIAN (CONFIDENTIAL)**

#### **BASIC FUNCTION:**

Under the direction of the Chief Business Official, perform a variety of technical duties in support of employee benefits programs including enrollment, data collection, accounting, record-keeping, claims processing and fund disbursement activities; provide a variety of benefits information to current, new and retired personnel; perform a variety of clerical and secretarial duties in support of the department; maintain confidentiality of sensitive and privileged information.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of technical duties in support of employee benefits programs including enrollment, data collection, accounting, record-keeping, claims processing and fund disbursement activities; prepare documents and notifications to send to eligible staff; maintain employee files; maintain confidentiality regarding issues related to negotiations and collective bargaining matters.

Provide a variety of benefits information to current, new and retired personnel; serve as a technical resource to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures; respond to emails and phone calls regarding questions, concerns and issues accordingly.

Perform various enrollment activities as assigned; assist with coordinating open enrollment, collaborate with site secretaries to arrange open enrollment schedules and mail open enrollment documents; process and evaluate enrollment forms according to established procedures; establish and maintain permanent employee benefits records; update records with retirement, leave and other information as appropriate.

Perform various accounting duties related to assigned programs; maintain insurance billings; calculate, monitor and assure accuracy and proper distribution of various fees and disbursements including insurance payments and retiree entitlements; generate individual retiree statements; perform accounts receivable duties including processing of incoming payments; contact personnel in regard to overdue payments as needed.

Perform variety of clerical and secretarial duties related to assigned activities such as answering phones, verifying employment, greeting visitors and duplicating materials as assigned; maintain assigned calendars, arrange meetings and complete meeting agendas as assigned; process registration and make travel reservations and arrangements for administrator as assigned.

Input employee, benefits and a variety of other data into an assigned computer system; compile information and maintain various records and reports related to assigned activities; establish and

maintain filing systems assure accuracy of input and output data; update and maintain various spreadsheets and note changes in benefits; balance assigned spreadsheets; establish and maintain filing systems.

Receive, process and assure accuracy and completeness of documentation concerning new personnel, transfers and terminations; update employee records as appropriate; notify employees of changes in status and eligibility as needed.

Assist with vendor deductions; prepare vendor deduction summary and send information to appropriate department as assigned; assist with sending payments to vendors; make adjustments and changes to employee deductions as needed.

Communicate with various departments, personnel, insurance providers, brokers and various other outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Attend various meetings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Methods, practices, terminology and procedures used in benefits administration.

Employee benefit packages and insurance programs.

Employee benefits enrollment practices and procedures.

Policies and objectives of assigned programs and activities.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Oral and written communications skills.

Modern office practices, procedures and equipment.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Mathematical computations.

**ABILITY TO:**

Perform a variety of technical duties in support of employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities.

Serve as a technical resource to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures.

Perform a variety of accounting duties including fund disbursement and accounts receivable functions.

Prepare and maintain employee benefits records and files.

Update records and notify personnel with changes in employment status.

Interpret, apply and explain rules, regulations, policies and procedures.  
Utilize a computer to enter data, maintain records and generate reports.  
Make arithmetic calculations quickly and accurately.  
Communicate effectively both orally and in writing.  
Establish and maintain effective working and cooperative relationships with others.  
Meet schedules and time lines.  
Plan and organize work.  
Prepare and maintain a variety of records and reports.  
Operate standard office equipment including a computer and assigned software.  
Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level coursework in business or related field and three years experience working with employee benefits programs.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment.  
Office environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.  
Hearing and speaking to exchange information.  
Sitting for extended periods of time.  
Lifting and carrying moderately heavy objects.  
Reaching overhead and above shoulders to retrieve files.

Employee\_\_\_\_\_Date\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017