



JOB DESCRIPTION

Position Code: 565
Classified Group: CONF
Salary Range: 31
Work Days: 260
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POSITION TITLE: Employee Benefits and Processing Specialist

DEFINITION: Under general direction, responsible for the administration of district employee benefits programs (renewals, retiree and active coverage for health, dental, vision, life, COBRA, EAP and wellness, tax sheltered annuities, section 125, etc.), new hire benefits orientations and benefits open enrollment; supports the Human Resources department by implementing recruitment initiatives and coordinating onboarding activities.

DIRECTLY RESPONSIBLE TO: Assistant Superintendent, Human Resources

SUPERVISION OVER: Classified staff as assigned

DUTIES AND RESPONSIBILITIES: (Any one position may not include all of the duties listed; the listed examples do not include all duties and responsibilities that may be found in positions within this classification.):

1. Supervises, trains and evaluates the performance of assigned staff and assists with disciplinary actions and meetings as necessary.
2. Responsible for the administration of employee health and wellness benefits plans and ensuring compliance with carrier contracts and applicable federal and state laws, regulations, and district policies and procedures.
3. Coordinates new hire benefits orientations and open enrollment presentations and designs materials to support employee understanding of district benefits packages, benefits enrollment, and summary plan descriptions.
4. Collaborates with union representatives to provide notification of scheduled newly hired employee orientations and to arrange for mandatory access to new employees in accordance with applicable laws.
5. Performs monthly billing reconciliation of all health and wellness plans and works closely with Payroll and Accounting to ensure accurate employee deductions, expense allocations, and timely payment of invoices.
6. Generates a variety of reports to analyze and audit data related to health and wellness plans and other applicable voluntary deductions as assigned.
7. Develops, implements, and maintains tracking system for enrollment, application, and claims records for all benefits plans.
8. Provides customer service support to internal and external stakeholders regarding health and wellness benefits plans.
9. Serves as the primary contact for the district with benefits insurance carriers and third-party administrators and provides direction to district's broker regarding benefit program changes and evaluates proposed changes.
10. Assists with the coordination of the district's SmoothStart program and facilitation of applicable processes and procedures.
11. May coordinate exit interviews and off-boarding process for school sites and departments and provides technical guidance to administrators and district staff on conducting exit interviews in accordance with district policies and procedures.
12. Serves as a liaison of the district during negotiation processes with union representatives to provide technical expertise for assigned areas of responsibility and on the employee benefits committee.

13. Analyzes costs and program implications for employee organization bargaining proposals for benefit program changes.
14. Compiles state and federal healthcare data for the purpose of meeting mandated reporting compliance.
15. Actively communicates with and provides written correspondence to employees, sites, vendors, insurance carrier agents and union representatives on matters relating to assigned areas of responsibility.
16. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination of training, education and experience which demonstrates ability to perform the duties of the position preferably with experience in employee benefit program administration and supervisory responsibilities.

Licenses and Certifications:

- Valid California Class C driver's license issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring this license

Knowledge, Skills, and Abilities:

- Knowledge of federal and state laws and regulations governing employee benefit programs and ADA
- Knowledge of office practices and procedures and telephone techniques
- Knowledge and skill in use of computers and assorted software programs
- Knowledge of interpersonal skills using tact, patience, and courtesy
- Ability to read, learn, interpret and apply complex federal, state and district regulations
- Ability to analyze and interpret loss data, program costs, benefit entitlement and prepare concise reports
- Ability to work independently, with minimum direction, and make decisions within the framework of established guidelines
- Ability to work effectively with all levels of district staff, third-party vendors, and members of the healthcare community
- Ability to understand and follow verbal and written instruction
- Ability to establish and maintain records, and maintain a confidentiality of privileged information obtained in the course of work
- Ability to learn computerized systems and continually work towards enhancements
- Ability to establish priorities and meet deadlines
- Ability to compile and prepare accurate reports
- Ability to effectively supervise and evaluate staff
- Ability to communicate effectively both verbally and in writing with all levels of district staff, third-party vendors, and members of the healthcare community
- Ability to perform basic statistical calculations and portray results in a variety of formats
- Ability to maintain consistent, regular and punctual attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office environment

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- Moderate noise
- Continuous contact with staff
- Frequent interruptions and significant distractions
- Contact with dissatisfied and/or uncooperative individuals

Typical Physical Characteristics: (with or without use of aids; consideration will be given to reasonable accommodation).

- Communicate to exchange information in person, in small groups, and on the telephone
- Inspect documents and other written materials with fine print
- Move about facilities to conduct work, including sitting or remaining in a stationary position for long periods of time
- Operate office equipment requiring repetitive hand movement and fine coordination
- Move and lift files and other objects weighing up to 20 pounds

This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved: 5/23/1995
Revised: 2/13/1996
Revised: 6/26/2018