



SAN JUAN UNIFIED SCHOOL DISTRICT  
CLASSIFIED PERSONNEL

CLASS TITLE: Employee Benefits Technician

CLASS CODE: 641

CHARACTERISTICS OF THE CLASS:

Under general direction, performs a variety of complex, specialized and technical tasks related to the implementation and maintenance of employee benefit programs and employment processing; performs related duties as required.

EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do all of the listed examples include all tasks which may be found in positions of this class).

Coordinates and conducts orientation programs for new employees and potential retirees to explain benefit plans, eligibility requirements and enrollment options; assists new employees in completing all necessary documents for employment; reviews all district personnel actions to determine benefit applicability and notifies employees of eligibility changes; enters data into the benefit/payroll/HR database; processes proper forms and obtains required signatures for tax shelters and other voluntary deductions; notifies employees of open enrollment periods and negotiated benefit changes; acts as liaison with benefit providers, regulatory agencies, insurance carriers and consultants to resolve claim problems, coverage issues and contract compliance issues; interprets and explains collective bargaining contract provisions as well as rules, regulations and policies pertaining to employee benefit eligibility and coverage; coordinates wellness programs; assists employees, dependents and retirees with benefit questions, changes and claims; coordinates and monitors the District's alternative retirement plan ensuring compliance with plan documents regarding eligibility and fund withdrawals and rollovers; notifies vendors and prepares required documents to institute or change insurance coverage or other deductions; verifies keyed changes on payroll documents; balances listings to vendors; verifies rates/additions/deletions; analyzes, reconciles and resolves premium payment, union/association dues and voluntary deduction discrepancies for active employees, retirees, employees on leave of absence and COBRA participants; monitors and maintains the District's COBRA benefit program in compliance with state and federal guidelines including preparation and dissemination of all correspondence; collects and records payments, audits account balances, provides notification to carriers as appropriate; initiates benefit vendor payments coordinating with Payroll, vendors, Technology Services and Accounts Payable regarding disbursements of payments, wire transfers and electronic data files; requests refund payments for premium errors; establishes and maintains a variety of files/records necessary for appropriate documentation via document imaging and/or hard copy; designs internal forms, booklets and documents necessary for all insurance programs including internet applications; compiles statistical data and reports as needed for management and insurance carriers; may be required to perform work on the latest office equipment, including, but not limited to: computers, printers, scanners and related equipment; may direct the work of students or assigned clerical personnel; performs related duties as required.

QUALIFICATIONS:

Education and Experience:

Increasingly responsible clerical experience involving complex, detailed work and public contact; previous experience in employee benefits, risk management, payroll or human resources preferred.

Knowledge and Abilities:

Knowledge of office practices, procedures and telephone techniques;  
Knowledge of English usage, spelling, grammar, punctuation, and composition;  
Ability to operate a variety of office equipment including a computer and assigned software.;  
Ability to learn, interpret and apply personnel policies, State and Federal laws, rules, regulations and collective bargaining contracts;  
Ability to write legibly;  
Ability to apply mathematical concepts including the use of fractions;  
Ability to follow verbal and written instructions with a minimum of direction;  
Ability to communicate effectively, verbally and in writing, in individual and group settings  
Ability to explain policies and procedures clearly and accurately  
Ability to work accurately under pressure;  
Ability to compile and prepare statistical data and reports;  
Ability to compose correspondence independently;  
Ability to establish and maintain effective working relationships with others;  
Ability to maintain confidentiality of sensitive and privileged information;  
Ability to meet schedules and timelines.

WORKING CONDITIONS

Work Environment:

Indoor office environment; continuous contact with staff and the public; constant interruptions.

Typical Physical Characteristics:

Communicate to exchange information in person and on the telephone; inspect written materials with fine print; remain in a stationary position for extended periods of time; operate office equipment requiring repetitive hand movement and fine coordination including the use of a computer keyboard, fax machine, copy machine and scanner.

Board Approved: 05/25/2010