

**PLEASANTON UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE:** Coordinator II Benefits and Risk Management

**CLASSIFICATION:** Classified Management

**REPORTS TO:** Executive Director Fiscal Services

**DESCRIPTION:**

Under general supervision, plans, organizes, manages and implements a comprehensive benefits management program and risk management program for the district, to include employee Health and Welfare benefits, employee assistance program, employee retirement strategies, worker's compensation, risk management, and injury prevention Serves as the district's benefits and safety expert, and directs and leads committees, training and regulatory compliance programs related to health and welfare as well as District safety; supervises and evaluates assigned technical and clerical staff and performs related duties relative to assigned area of responsibility. including

**PERFORMANCE RESPONSIBILITIES INCLUDE:**

- Comprehensive health and welfare and alternative retirement program for the district, for the purpose of assuring district compliance with Federal, State and collective bargaining laws.
- Monitors programs to ensure compliance with federal and state mandated programs.
- Supervise employee benefit programs including dental, vision, life insurance, long-term disability plan and Section 125 Plan by employee contribution or Employer deduction
- Coordinates the annual benefits open enrollment program;  
Informs employees of benefits and regulations; stays current with all health benefits laws and regulations
- Confers with various agencies and medical providers as required
- Responsible for organizing the evaluation and selection of quality medical programs.
- Supports administrator of leaves to ensure continuation of benefits while on unpaid leave of absences, including coordination with employee, site administrators and payroll ensuring district compliance with federal and state labor contracts.
- Manage Affordable Care Act ("ACA") compliance for 1095 c reporting.
- Communicates health and welfare programs and strategies to district administrators, bargaining units, vendors and employees to distribute a variety of information
- Provides technical expertise regarding benefit programs and procedures.
- Interprets and applies Board Policy, Administrative Regulation and Educational Code.
- Comprehensive risk management program for the District, including worker's compensation and safety for the purpose of assuring district compliance with Cal-OSHA regulations and federal, state and local laws.
- Administers the worker's compensation program; informs injured employees of benefits and regulations; stays current of worker's compensation laws and regulations; confers

with various agencies and medical providers as required; responsible for evaluation and selection of quality medical facilities for work-related injuries/illnesses.

- Coordinates and administers functions of return-to-work program, including analysis of alternative work assignments and monitoring program participants.
- Serves as safety expert to manage illness and injury prevention, emergency response and various employee health and safety programs, ensuring compliance with federal, state, and local laws including Cal-OSHA regulations.
- Administers and has oversight of all property liability programs; notifies district management of any property liability laws and regulations; confers with various agencies and as required.
- Interprets and applies Board Policy and the State Educational Code.
- Ensures compliance with ADA and FEHA by providing support for the interactive/reasonable accommodation process as required.
- Supervises and evaluates the performance of assigned personnel.
- Reconciles Benefits payments with carries and districts books
- Lead the quarterly Benefits Committee Meeting

#### KNOWLEDGE OF:

- Principles, practices, procedures, methods and trends of health and welfare insurance administration.
- Federal, state and local laws, rules, regulations pertinent to general insurance coverage, employer liability group health, life, leave management, district organization, operations and policies.
- Federal, state and local laws, rules, regulations pertinent to Worker's Compensation and industrial injury, Cal-OSHA industrial regulations, general insurance coverage.
- Claims reporting and adjustment, statistical, research and techniques.
- Methods, procedures and terminology used in accounting work

#### ABILITY TO:

- Prepare and deliver employee safety training, oral and written presentations;
- Establish and maintain cooperative and effective working relationships with a wide variety of groups and individuals.
- Prepare and maintain accurate financial and statistical records and reports

#### TRAINING AND EXPERIENCE:

- 3-5 Years of increasing experience in areas of benefits administration. Experience in leaves and accommodations is preferred.
- Employment law experience is highly desirable.
- K-12 Public School experience is highly desirable.

#### TERMS OF EMPLOYMENT:

220 days, Management/Confidential Salary Schedule

Board Approved: 7/28/2022