



## SAN MATEO UNION HIGH SCHOOL DISTRICT CONFIDENTIAL JOB DESCRIPTION

**JOB TITLE:** **BENEFITS COORDINATOR**  
**REPORTS TO:** Deputy Superintendent of HR & Student Services      **SITE:** District Office  
**CLASSIFICATION:** Confidential      **WORK YEAR:** 12 MONTH  
**SALARY:** Range 350 – Confidential Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** June 8, 2023      **EFFECTIVE DATE:** \_\_\_\_\_

---

### **JOB SUMMARY:**

Under the direction of the Deputy Superintendent of Human Resources & Student Services, coordinates all aspects of the District's health and welfare programs. The incumbent conducts new employee benefits orientations and assures accuracy of supporting documentation for benefits. Performs reconciliation and arranges payment of insurance billings in accordance with established deadlines. The incumbent facilitates open enrollment periods for medical, dental, and vision insurance and Section 125 enrollment. Coordinates in conjunction with the Deputy Superintendent of Human Resources & Student Services and the Fiscal Department with the issuing of the 1095Cs. The incumbent, in conjunction with the Deputy Superintendent of Human Resources & Student Services, works with outside vendors and brokers to market the District for best health premium rates. The incumbent coordinates retiree and COBRA benefits. The position is confidential and works with the Administration during negotiations with employee associations to prepare bargaining positions, reports, presentations, and responds to health and welfare related questions as they relate to negotiations. Problem solves and performs related duties as assigned.

### **ESSENTIAL FUNCTIONS:**

1. Processes all paperwork necessary for the proper enrollment of new employees for their health and welfare plans.
2. Provides guidance to Administrative staff as it relates to benefit information for union negotiations including monitoring the Adult School plans.
3. Prepares, in conjunction with the Deputy Superintendent of Human Resources & Student Services, open enrollment information for all health and welfare plans.
4. Reviews the Personnel Board Agenda for termination, new hires, LOA, retirements, increase or decrease in working hours for appropriate benefits implication.
5. Participates as needed with employee association negotiations including preparing reports, presentations, and bargaining positions.
6. Coordinates COBRA information with appropriate HR personnel.
7. Conducts benefit orientations as required.
8. Processes all appropriate benefit changes and communicate with payroll for applicable changes.
9. Meets with employees as required for benefit questions.
10. Manages the payment of Early Retiree District Incentive Plan.
11. Processes payments for all insurance invoices.
12. Reconciles health and welfare billings.
13. Notifies payroll of all employee changes.
14. Meets, in collaboration with the Deputy Superintendent of Human Resources & Student Services, with retirees and process initial paperwork.
15. Ensures all retirees who are/become Medicare eligible are signed up and transferred into the correct medical plan.
16. Ensures the district stays up to date on compliance changes and required notices.
17. Meets deadlines to ensure 1095-C's are sent to all employees by IRS deadline and ensures IRS reporting is accurate and complete.

18. Completes annual projects such as, J-90 reports, new teacher orientation, CSEA part-time extra hours worked, and completes various census request.
19. Prepares various reports, correspondence, and memos as required.
20. Provides excellent customer service to employees, vendors, staff, and the general public.
21. Other related duties as assigned.

**EMPLOYMENT STANDARDS:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

**QUALIFICATIONS:**

**Education/Training Experience**

- AA degree in Human Resources and/or Benefits Administration and/or the equivalent in direct experience working in the field of Human Resources, accounting and/or benefit administration.
- Demonstrated knowledge of methods, practices and terminology used in clerical accounting work involving benefits administration.
- Experience working with computerized HRIS and integrated HR and payroll systems preferred.
- Budget management preferred.
- Excellent working knowledge of Microsoft Office software, including Excel.
- Demonstrated customer services skills.
- Excellent knowledge of correct English usage, spelling, grammar, and punctuation.

**KNOWLEDGE OF:**

- Current laws, codes, regulations and rules related to assigned benefits administration.
- Operations, policies and objectives relating to human resources activities.
- Principles and practices of training and providing work direction.
- Letter and report writing techniques.
- Record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Research methods.

**ABILITY TO:**

- Apply the rules, regulations and laws governing the benefits administration.
- Communicate effectively both orally and in writing.
- Multi-task in a busy environment.
- Meet schedules and time lines.
- Read, interpret and apply rules, regulations, policies and procedures.
- Work cooperatively with others.
- Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others.
- Work effectively with team towards common goals.
- Work confidentially with discretion.
- Maintain records and prepare reports.
- Perform mathematical calculations with speed and accuracy.
- Keyboard at a speed of 45 wpm.
- Work independently with little direction.
- Plan and organize work.
- Understand and follow oral and written instructions.
- Establish and maintain cooperative and effective working relationships.
- Analyze situations accurately and determine appropriate course of action within clearly defined guidelines.

- Remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**PHYSICAL DEMANDS/WORKING CONDITIONS:**

- Ability to sit for long periods of time.
- Ability to operate a computer keyboard and calculator.
- Ability to stand, reach, bend, lift, kneels, and squat.
- Ability to lift up to 20 pounds.
- Ability to tolerate moderate noise levels in the working environment.
- Ability to work in a fast paced environment.
- Noise level in working environment moderate.

**OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):**

- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.