

BENEFITS/RISK MANAGEMENT TECHNICIAN

DEFINITION

Under direction, perform a variety of complex clerical and technical duties related to the District's insurance programs including workers' compensation, property/liability and employee health benefit programs, program orientation, enrollment, claims processing, claims investigation and other related matters, promote an understanding of benefits, act as a resource to employees and coordinate the activities of service providers.

EXAMPLE OF DUTIES

Perform any combination of the following: post, assemble, tabulate, compute, compare, and file financial data relating to the District's insurance programs; apply standard formulae and use predetermined guides to monitor adherence to laws, policies, and good accounting practices relating to risk management and employee benefits accounting; receives, processes and maintains a variety of records and files regarding insurance claims, benefit enrollment applications and perform data entry into financial and risk management data bases; prepare reports utilizing computer spreadsheet applications; review and analyze employees benefits data including computer listings and microfiche records; work under considerable pressure of deadlines and work volume, exercising independent judgment with regard to financial matters; meet with and in-service new and existing employees and clarify District medical, dental, life coverage's and workers' compensation procedures; enroll employees into District health plans; enter data in computer and review for accuracy; provide packets of information regarding benefits; assist retirees, track payments for benefits, and prepare correspondence regarding termination of District-paid benefits according to established procedures; provide information regarding continuing benefits as appropriate; monitor COBRA program; receive and answer inquiries into workers' compensation procedures, off-work time and medical treatment; maintain records of employee deductions and make payments to proper companies; submit billings for payment on employee fringe benefits; act as liaison with employee insurance carrier and other appropriate agencies; provide annual membership lists and related statements and reports for agencies and individuals as required; and perform other related duties of equal complexity as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Laws, rules, and Federal/State regulations including Education Code, Labor Code, Cal-OSHA, and Health Benefits;
Standard methods, insurance terminology and claims practices of Health and Welfare Benefits; Workers' Compensation, Safety Insurance programs;
Financial, risk management and human resources recordkeeping techniques;
General office practices procedures and terminology;
Complex mathematical computing and record checking;
Financial and fiscal report preparation and format;
Standard office machines, equipment, and computers.

Ability to:

Independently prepare accurate financial and statistical statements, summaries, and reports;
Make mathematical calculations and verify computations with speed and accuracy;
Effectively operate standard office equipment, including computer and peripheral equipment;

Ability to (continued):

Understand and follow oral and written instructions;
Complete routine tasks willingly;
Remain flexible under the pressure of a heavy workload and critical deadlines;
Work with a minimum of supervision;
Read and understand employee fringe benefit, risk management, insurance procedures and information;
Apply district policies, regulations, and procedures judiciously;
Learn and adapt to new procedures, systems, and policies, applying them with good judgment in a variety of procedural situations;
Communicate effectively orally and in written form;
Analyze situations and adopt an effective course of action or resolution;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

Skills:

Type accurately from clear copy. Proficient operation of standard office equipment including computer and peripheral equipment. Proficient execution of spreadsheet applications.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in accounting, budget planning, insurance or risk management and employee benefit matters or closely related fields.

Experiences:

Three years of responsible accounting and fiscal record management and reporting experience, preferably including one year of performing specialized functions pertaining to risk management, insurance, accounting, and employee benefit programs.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Work involves lifting objects up to 50 pounds; physical dexterity in limbs and digits necessary to operate office accounting equipment.

Pre-placement Physical: Class 1