

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: BENEFITS SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical and specialized functions in support of the District's health benefits programs; monitor compliance with laws, policies and accounting practices related to employee benefits accounting; receive, process and maintain a variety of records and files regarding insurance claims, benefit enrollment applications and others related to assigned activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical and specialized functions in support of the District's health benefits programs; monitor compliance with laws, policies and accounting practices related to employee benefits accounting.

Provide information and assistance to employees regarding benefit coverage, claims, enrollment and related procedures including health, medical, dental, vision, life, long-term care and employee assistance programs; determine eligibility dates and participate in resolving claims or disputes; respond to inquiries from current, retired and terminated District employees regarding the selection of contribution and benefits.

Process data forms and reports in accordance with ACA and IRS notifications to employees; submit related annual reports to appropriate agencies.

Serve as District liaison between employees, insurance company, agents and others regarding District benefit programs; organize and maintain information, procedures and forms regarding insurance benefit programs provided by the District; distribute insurance forms and materials to employees.

Respond to employee inquiries regarding their retirement system; review and complete employer portions of employee retirement application and forms as required; create retiree confirmation letters; notify retirees of changes to their contracts affecting their health insurance plans.

Input, update and maintain financial and employee data into appropriate County Office databases; set up new employees and retirees into the District's payroll system and determine appropriate codes, accounts, and rates including terminations or changes; submit appropriate forms and documentation according to established procedures and time lines.

Conduct new employee orientations with regards to employee benefits; arrange meeting rooms and assure availability of related handbooks or materials; maintain records of participants.

Perform payroll functions; compute and enter payroll deductions for benefit-eligible employees and retirees in the District; contact County offices regarding RVR status screens.

Prepare and maintain files, records and a variety of narrative and statistical reports related to assigned functions; compose and type a variety of complex correspondence; participate in the implementation of collective bargaining agreements related to health and benefits for certificated and classified employees; maintain confidentiality of sensitive and privileged information.

Audit monthly premium statements and reconcile carrier billing reports; prepare disbursement sheets for payments on monies and allocate to proper accounts; review and assure accuracy of general ledger/payroll accounts with journal entries regarding health benefits and reimburse employees for corrections to their benefits as necessary.

Process voluntary life insurance forms for appropriate third-party organizations; send conversion or portability notices to employees with life insurance that leave the District; assure eligible employees are offered the District-paid life insurance according to established procedures and contracts.

Communicate with other administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned; drive a vehicle to various sites to conduct work as assigned.

Attend various meetings related to benefits activities; maintain current knowledge of codes, laws and legislation concerning employee health benefit programs.

OTHER DUTIES:

Assist with risk management programs as assigned.
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

IRC 125 Plan, COBRA and HIPAA regulations, coverage and exclusions of various health and life insurance plans.
Accounting and budgeting procedures and terminology.
Insurance billing, posting, bookkeeping and accounting processes.
Claims processing and procedures.
District policies and procedures related to bargaining unit agreements
Methods, practices, terminology and procedures related to risk management and benefits administration.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:

Perform a variety of technical and specialized functions in support of the District's risk management and health benefits programs.

Monitor compliance with laws, policies and accounting practices related to risk management and employee benefits accounting.

Receive, process and maintain a variety of records and files regarding insurance claims, benefit enrollment applications and others related to assigned activities.

Research, implement and communicate with others regarding employee benefits.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Meet schedules and time lines.

Work independently with little direction.

Maintain confidentiality of sensitive and privileged information.

Plan and organize work.

Prepare and maintain of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent supplemented by college-level coursework in accounting, business administration or related field. Associate's degree or higher is preferred.

Experience: Two years of increasingly responsible experience in employee benefits and/or risk management programs.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office and outdoor environment.

Constant interruptions.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person and on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.