JOB DESCRIPTION
Tahoe Truckee Unified School District

EMPLOYEE BENEFITS CLERK

Purpose Statement:

The job of Employee Benefits Clerk is done for the purpose/s of providing benefit information to new and current employees, providers and/or administrators; coordinating employee benefits' programs; monitoring worker's compensation process; resolving employee benefit, retirement, reporting and reconciliation issues.

Essential Functions

- Administers employee benefit programs in compliance with carrier contracts (e.g. enrolling new employees, explaining benefit options, organizing open enrollment, verifying benefit eligibility and payment eligibility, etc.) for the purpose of providing maximum coverage to employees within contract specifications.
- Communicates with a variety of persons (e.g. employees, supervisors, insurance carriers, medical providers, etc.) for the purpose of processing worker's compensation claims in a timely and efficient manner.
- Coordinates ordering and distribution of office supplies (e.g. maintaining vendor relationships; updating catalogs, etc.) for the purpose of ensuring the availability of office supplies and materials.
- Coordinates requests for telephone service for the purpose of ensuring the availability of telephone lines and voice mail services.
- Distributes documents (via intra-district mail and USPS) (e.g. open enrollment packets, fringe benefit package flyers, retirement forms, etc.) for the purpose of providing information and proof of insurance coverage/s.
- Maintains a wide variety of benefit information (e.g. provider contracts, claim files, employee records, etc.) for the purpose of purpose of providing an up-to-date reference and audit trail.
- Processes a variety of information (e.g. retirement benefits, eligibility, etc.) for the purpose of documenting and disseminating information to appropriate parties.
- Processes documentation for requests from outside agencies/parties (e.g. worker's compensation claims, retired and transitional employees ;) for the purpose of ensuring timely and accurate compliance with request.
- Reviews contracts, regulations, legal releases for the purpose of ensuring compliance with district, local, county, state and federal requirements.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws as related to workers compensation and employee benefits; communicating with diverse groups; operating standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: business telephone etiquette; and office methods and practices

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with

data of varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work environment and/or priorities; being attentive to detail; meeting deadlines and schedules; working under time constraints; establishing and maintaining effective working relationships and; displaying tact and courtesy.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and operating within a defined budget and/or financial guidelines. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.
Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice/Fingerprint Clearance
TB Clearance
Pre-employment Medical Assessment
Drug Screening

FLSA Status

Not Evaluated

Salary Grade

Classified 25