

JOB DESCRIPTION
San Diego County Office of Education

FRINGE BENEFITS TECHNICIAN

Purpose Statement:

Under general supervision, the Fringe Benefits Technician acts as a service representative to the Fringe Benefit member school districts; maintains Fringe Benefit financial and statistical records; and provides assistance and training in operating insurance programs under the Fringe Benefits Consortium (FBC.).

Diversity Statement:

Because each person is born with inherent worth and dignity, and because equitable access and opportunity are essential to a just, educated society, SDCOE employee commitments include being respectful of differences and diverse perspectives, and being accountable for one's actions and the resulting impact.

Representative Duties:

This position description is intended to describe the general nature and level of work being performed by the employee assigned to the position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with the position. Incumbents may be required to perform any combination of these duties.

Essential Functions:

- Maintains fund balances, monitors district premium payments, and investigates and resolves discrepancies.
- Reconciles the monthly Employee Benefit Remittance reports for the County Office and member school districts.
- Reconciles both weekly and monthly health benefit claims experience reports.
- Monitors and reconciles fringe benefit comprehensive monthly loss reports.
- Receives and distributes monthly health benefit premium payments.
- Maintains journal of total premiums paid and/or due.
- Assists retiree members with voluntary benefits information packages and eligibility enrollment forms.
- Conducts district audits as necessary for problem resolution.
- Monitors carrier invoices for rate discrepancies, makes corrections and adjusts premiums as necessary.
- Upon notification of new member districts in the FBC, visits member districts and assists and trains staff in the correct procedures for operating the fringe benefit insurance program under

the FBC.

- Researches and resolves eligibility issues for district members including employees, retirees, COBRA qualifiers and eligible dependents.
- Authorizes and conducts retroactive adjustments.
- Responds to telephone and written inquiries from district members, providers and brokers regarding benefits, eligibility and premium issues.
- Assists with report writing and system development assignments.

Other Functions:

- Perform related duties as assigned.

Job Requirements: Minimum Qualifications:

Knowledge and Abilities

KNOWLEDGE OF:

Employee benefit insurance programs, practices and procedures including Health Maintenance Organizations (HMO);

Methods of auditing insurance billings;

Practices and procedures related to processing and recording financial transactions;

Use of computerized accounting systems;

General knowledge of risk management principles.

ABILITY TO:

Promote a human-centered culture that elevates the strengths of others creating a sense of belongingness;

Practice cultural competency while working collaboratively with diverse groups and individuals;

Remain current on laws relating to employee benefit insurance;

Learn, interpret, apply and explain complex procedures, regulations and legislation;

Make arithmetic computations;

Operate standard office equipment including computers and related software applications such as Microsoft Word and Excel;

Utilize a variety of accounting and fiscal reporting systems;

Maintain financial records and reports;

Exercise independent judgment;

Investigate benefit-related issues and adopt effective courses of action;

Establish and maintain effective working relationships with staff, district personnel, providers and brokers.

Working Environment:

ENVIRONMENT:

Duties are typically performed in an office setting. This classification requires the ability to travel to and from school/work sites as job requires. May be designated in an alternate work setting using computer-based equipment to perform duties.

PHYSICAL ABILITIES:

Must be able to hear and speak to exchange information; see to perform assigned duties; sit or stand for extended periods of time; possess dexterity of hands and fingers to operate computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files; lift light objects. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Education and Experience:

Education: High school diploma or equivalent document; and

Experience: Three (3) years of experience involving the application of employee benefit insurance principles and procedures. Experience must include maintaining computerized financial and statistical records, and a high level of interpersonal contact. College-level course work in a related field may be considered as partial fulfillment of the work experience requirement; or

Equivalency: A combination of education and/or experience equivalent to a high school diploma or equivalent document and three (3) years of experience involving the application of employee benefit insurance principles and procedures. Experience must include maintaining computerized financial and statistical records, and a high level of interpersonal contact. College-level course work in a related field may be considered as partial fulfillment of the work experience requirement.

Required Testing

N/A

Certificates, Licenses, Credentials

N/A

Continuing Educ./Training

N/A

Clearances

Criminal Justice Fingerprint/Background Clearance
Physical Exam including drug screen
Tuberculosis Clearance

FLSA Status: Non-Exempt

Salary Grade Classified Support, Grade 050

Personnel Commission Approved: December 1981

Revised: 06/1996, 10/1997, 04/1998, 07/2012; 04/2025