

CONFIDENTIAL JOB DESCRIPTION

HUMAN RESOURCES TECHNICIAN IV (RISK MANAGEMENT)

JOB SUMMARY:

Under general supervision from the Human Resources/Director of Risk Management, performs a wide variety of complex clerical work in the Risk Management Department requiring specialized knowledge and involving interpretations of defined policies and procedures of the District, and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

- Administer employee insurance benefits plans. Conduct in-service for new employee benefit sign-ups and changes. Arrange room schedules and benefit packets.
- Maintain employee benefit database, monthly accounting, and audits with vendors through Filemaker, AFEnroll, and County Office of Education System (PeopleSoft).
- Contact employees, retirees, school staff, parents, and the general public in regard to matters relating to Risk Management.
- Administrate District-paid life insurance plans.
- Maintain database for Workers' Compensation. Correspond with schools, Occupational Medicine, employee and Workers Compensation Administrators.
- Maintain Student Accident database and files.
- Maintains State of California Department of Motor Vehicles' Employee Pull Program and investigates violations through the Motor Vehicle Codes.
- Coordinates ergonomic evaluation between District employees and ErgoCentrix.
- Provide information where judgment, knowledge, and interpretation of department procedures and regulations are necessary.
- Department receptionist distributing mail, filing, and distributing interoffice and district mail/reports.
- Assist in Drug and Alcohol testing of District employees.
- Assist in property reimbursement for employees, District claims, liability claims, and Certificates of Insurance.
- Assist in the Open Enrollment preparation, Benefits Fair, and benefit changes.
- Assists in the administration of the District's Workers' Compensation program.
- Assist in receiving information regarding Air Quality and correspondence.
- Assist with sub orientations for new employees and substitutes.
- Assist employees with pre-designation of physician or chiropractor.
- Order supplies, process requisitions for the department, and benefits packages.
- Supply and distribute student accident information to the school.
- Update AFEnroll, San Diego Office of Education Payroll System (PeopleSoft), and system changes in rates or benefit package changes.
- Maintain correspondence with retirees, dependents, cobra, and leave of absence employees.
- Collect funds, maintain a monthly log for self-pay accounts, and send correspondence, reminders, and termination letters for retirees, cobra, and leave of absence employees.
- Performs duties as required in the absence of the Benefits and Risk Manager and other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Employee benefits program desirable. Knowledge of the following programs: Filemaker Pro, AFEnroll, San Diego Office of Education Payroll System (PeopleSoft), Word, PowerPoint, and Excel.
- Ability to maintain the security of sensitive, confidential, and privileged information; relate to employees and the public in a positive and caring manner, type at a minimum speed of 50 words per minute; make accurate calculations; spell correctly and use good English in performing a variety of clerical work; understand and carry out oral and written directions; establish and maintain cooperative working relationships; knowledge of modern office procedures, methods and practices; appropriate English usage, spelling, grammar, punctuation, and mathematical processes; standard office machines, equipment, and personal computer applications.
- Three years of successful experience in Employee Benefits and Workers' Compensation administration.
- Graduation from high school or equivalent, preferably including or supplemented by courses in computer and office procedures. Successful completion in Workers' Compensation and Employee Benefits courses is highly desirable.