

## **CENTRAL UNIFIED SCHOOL DISTRICT**

## **POSITION DESCRIPTION**

**Position:** Human Resources Benefit Technician

**Classification:** Classified Confidential

**Reports to:** Assistant Superintendent of H.R.

**FLSA:** Non-Exempt

**Range:** Classified Confidential Salary Schedule

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### **EDUCATION AND EXPERIENCE**

Experience:

Three to seven years of progressively responsible regulatory experience including experience working with the administration of employee and organizational insurance plans.

Education:

4 year BS/BA degree preferred from an accredited college or university.

Condition of Employment:

Insurability by the District liability carrier.

### **SUMMARY**

This position will serve as a subject matter expert for the district in regards to ACA and HCR regulations and guidance. They will drive all aspects of operationalizing the government ACA regulations in order to ensure our district is fully compliant. Collaborate with key functional leaders to drive compliance for regulatory requirements in both business processes and system enhancements required to meet those standards. Identify and escalate possible impacts and associated business risks to upper management.

### **SPECIFIC RESPONSIBILITIES**

1. Responsible for tracking of hours worked by any variable hour, seasonal, substitute and part – time employees and offer health benefit coverage to any deemed eligible based on measurement period established by District.
2. Oversees management and implementation of Health Care Reform Eligibility Software; provides training to other staff on systems and programs.
2. Collect enrollments, terminations and change information for maintenance of employee and dependent benefits.
3. Counsel enrolled members on effective use of benefit programs; resolve conflicts; provide support during extensive use for extended illnesses.
4. Maintain provider relations; act as District liaison with insurance carriers and plan administrators.
5. Provide information on insurance policies, rules and regulations; serve as contact person for District staff, Board members and retirees concerning benefits; update informational brochures and other materials as needed.
6. Provide information concerning benefits to personnel department for inclusion in new employee packets. Conduct new employee health insurance enrollment meetings.
7. Collect and post premiums in accounts receivable ledger; initiate late premium notices; and monitor receipt of late payments.
8. Maintain statistical files, charts, and other information relative to District benefit programs.

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4.24.14 rr

9. Compiles reports for federal, local and private agencies pertaining to health coverage and IRS reporting requirements.
10. Coordinate the filing of Employee Death claims; distribute necessary forms for claims and enrollment; coordinate the open enrollment process annually for variable hour, seasonal, substitute and part-time employees.
11. Operate a computer and assigned software; operate a variety of office equipment including fax machine, calculator, and copier.
12. Participate in workshops, meeting and other gatherings related to ACA and HCR issues.
13. Assist other departmental staff as necessary or as assigned.
14. Perform related duties and responsibilities as required.

### **SPECIFIC QUALIFICATIONS**

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others.

#### Knowledge of:

- Office methods and practices, including filing systems, letter and report writing and maintenance and updating of records.
- Laws, rules and policies affecting District benefit programs under ACA and HCR.
- Applicable sections of State Education Code.
- District organization, operations, policies and objectives.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Operation of a computer terminal and word processing equipment.

#### Ability to:

- Analyze and determine applicants' eligibility for benefit programs.
- Determine and maintain confidentiality.
- Interpret, apply and explain pertinent laws, regulations and policies.
- Perform technical and difficult clerical work with accuracy, speed and a minimum of supervision.
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness.
- Analyze situations accurately and adopt an effective course of action.
- Collect data and prepare sound recommendations and reports.
- Understand and follow oral and written directions.
- Type at a speed necessary for successful job performance.
- Establish and maintain accurate records.
- Plan and organize work to meet schedules and timelines.
- Operate a computer terminal and word processing equipment.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

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### **PHYSICAL ABILITIES**

Office environment; contact with dissatisfied individuals; fast paced work, constant interruptions. Driving a vehicle to conduct work. Dexterity of hands and fingers to operate a computer keyboard. With reasonable accommodations, if necessary, hearing and speaking to exchange information and make presentations; seeing to monitor various activities and read various documents; sitting for extended periods of time; reaching overhead, above shoulders and horizontally or bending at the waist to retrieve and store files.