

CENTRAL UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position: Benefits Specialist

Classification: Classified Confidential

FLSA: Non-Exempt

Reports to: Department Administrator

Range: Classified Confidential Salary
Schedule

EDUCATION AND EXPERIENCE

Experience:

Three years of progressively responsible clerical experience including one year in a business or personnel office working with the administration of employee and organizational insurance plans.

Education:

High school diploma or equivalent and completion of business education/secretarial courses.

SUMMARY

Initiates and maintains records, billings and correspondence for the District health and life insurance programs; Worker's Compensation; and District property/liability insurance. Provides information concerning benefits to District staff and provides technical and clerical assistance.

SPECIFIC RESPONSIBILITIES

1. Collect enrollments, terminations and change information for maintenance of employee and dependent benefits; enter data for processing.
2. Counsel enrolled members on effective use of benefit programs; resolve conflicts; provide support during extensive use for extended illnesses.
3. Maintain provider relations; act as District liaison with insurance carriers and plan administrators.
4. 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.
5. Provide information concerning benefits to personnel department for inclusion in new employee packets. Conduct new employee health insurance enrollment meetings.
6. Collect and post premiums in accounts receivable ledger; initiate late premium notices; and monitor receipt of late payments.
7. Maintain statistical files, charts, and other information relative to District benefit programs.
8. Compiles reports for federal, local and private agencies.
9. Coordinate the filing of Employee Death claims; distribute necessary forms for claims and enrollment; coordinate the open enrollment process annually.
10. Monitor and transfer funds as required to maintain adequate reserve and claim balances.
11. Provide materials to injured employee(s) for the filing of Worker's Compensation claims. Arrange initial medical care for industrial injuries.
12. Receive completed Worker's Compensation claims. Prepare related Employer reports and file all with Worker's Compensation Administrator.
13. Act as District liaison with Worker's Compensation Administrator.

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14. Collect data, complete questionnaires and submit information for renewal of District property/liability coverage. Update insurance carriers on changes in property values as needed.
15. Receive, file and follow-up with the insurance carrier on all property/liability losses.
16. Assist other departmental staff as necessary or as assigned.
17. 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.
- 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 applications 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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