CLASS TITLE: **BENEFITS SPECIALIST**

DEFINITION:

Under general direction, performs highly technical and confidential work relating to the coordination, communication, calculations, bargaining and customer service functions in implementing the District's health and welfare benefits program for employees and retirees.

EXAMPLE OF DUTIES:

- Enter employee benefit data into district's data base
- Provide benefit information to all employees and retirees
- Inform new hires of benefit plans available for the appropriate employee units
- Obtain annual premium rates from benefit plan carriers
- Assist with employee benefits cost projections and analysis
- Participate as an active member of the Health Benefits Committee
- Conduct open enrollment activities each year
- Check all forms submitted for accuracy and completeness prior to data entry
- Maintain supplies of enrollment forms and evidence of coverage documents
- Assist employees with benefit problems by researching, providing information and making referrals as appropriate
- Act as liaison between District, employees, carriers and providers
- Provide orientation to all new employees, informing them of their rights and responsibilities and ensure that all forms are complete and accurate
- Provide employee benefit activity information to the Payroll Department each month
- Prepare monthly reconciliation of benefits billing, compare with Payroll to resolve any billing discrepancies, disseminate information and provide follow-up as appropriate
- Meet with retiring employees regarding their health benefits after retirement
- Assist employees with regards to COBRA rights upon termination and prepare monthly COBRA reconciliation to disseminate and follow-up as appropriate.
- Coordinate, monitor, and reconcile employee paid medical benefits for employees on unpaid leaves of absence
- Calculate prorated benefit amounts
- Calculate and create open enrollment medical premium rate sheets
- Calculate and create medical premium rate sheets for benefits and accounts payable use for active employees and retirees
- Create plan codes in IFAS
- Create Excel spreadsheet to input new yearly medical rates into IFAS
- Attend seminars and webinars to keep up with new rules and regulations
- Work with outside vendors, create and organize Employee Health Fair
- Correspondence and employee information of a highly confidential nature
- Work with union reps to explain calculations and deductions, procedures, and rules when union members have benefit issues

- Provide explanation on how employees' deductions are calculated
- Provide explanations on procedures, policies, and forms
- Provide information on changes in District and/or plan administrator policies and procedures
- Participate in discussion of benefit changes to ensure that CalPERS and Keenan policies and procedures are being adhered to
- Provide benefit information data and reports and/or explanations of policies and procedures to Superintendent, General Counsel and Assistant Superintendents
- Participates in formulating bargaining strategy by:
    - Providing strategic assistance to the District bargaining team relative to employee benefits;
    - Providing confidential information that contributes significantly to the development of bargaining positions;
    - Reviews contract proposal language relative to benefits
- Perform related duties as assigned

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to two years of college and two years office experience with increasing responsibilities or a combination of education, training and experience with a background in health benefit administration preferable.

Knowledge of:

- Benefits administration and application
- Office methods, procedures and computer software/equipment
- Correct English usage, spelling and grammar
- Rules, policies, procedures and regulations related to the administration of health and welfare benefits

Skill in:

- Performing difficult highly technical and clerical work and completing mathematical calculations with speed and accuracy
- Maintaining accurate records
- Operating a variety of computer hardware and software applications

Ability to:

- Work independently
- Interpret and apply rules, policies, procedures and regulations related to health benefits
- Interpret a variety of health benefit plans
- Gather and analyze data and prepare reports

- Understand and follow oral and written directions
- Communicate with a variety of people both orally and in writing.
- Access, input and retrieve information from various databases with accuracy and speed
- Establish and maintain cooperative working relationships in the course of work

Licenses and Certificates:

- A valid California Driver's License

Working Conditions:

Office environment, driving a vehicle to conduct work. With or without accommodation, the ability to see and hear to conduct work, and speaking to exchange information. Sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at waist to retrieve and store files. Reading, writing, and operating computer keyboard.

MT. DIABLO UNIFIED SCHOOL DISTRICT

Board Approved – October 25, 2011
Confidential Unit, Salary Range 552