San Benito Consolidated Independent School District

Human Resource Office

240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	Insurance Specialist	**Exemption Status:**	Non-Exempt
Reports to:	Asst. Supt. of Admin. Services	**Pay Grade:**	07
Works with:	District Personnel	**Days:**	226
Dept. /School:	Administration	**Date Revised:**	07/22/2020

Primary Purpose:

Assist employees of the district with voluntary/health insurance. Receive injury reports and is responsible to file with carrier in a timely manner.

Prerequisites:

- High School Diploma or GED

Special Knowledge/Skills:

- Proficient computer skills
- Proficient in secretarial skills and office procedures
- Good communication skills

Major Responsibilities and Duties:

1. Assists with enrolling new employees and able to contact companies if situations arise such as United Health Care.
2. Notify Human Resources and payroll department when employees are out on Workers' Comp.
3. Assists in ensuring that safety practices are in compliance with applicable local, state and federal laws.
4. Assists with workers' compensation claim forms, complaints and billing.
5. Make sure new hires are taken care of in a timely manner by representative.
6. Prepares reports and correspondence as necessary.
7. Works with Cafeteria plan administrators in regards to claims, customer service and inputting the deductions in the payroll system. Reconciles bill and audits payroll versus company bill.
8. Cafeteria plan insurance claims, customer service and billing.
9. Property and casualty reporting new additions and making sure it is insured as well as reporting lawsuits to the carrier (General, Liability, Professional). Assist carrier with safety or any audits done at the campus/ departments and gather all information needed for Purchasing Agent to request RFP's for various coverages.
10. Responsible for student athletic insurance claims, customer service, and distribute claim forms to designated personnel.
11. Distribute fire drill forms every school year, collect at the end of the year, and keep on file for 5 years at a time if ever audited by Fire Marshall.
12. Coordinate safety trainings at the beginning of each school year (Custodians, Security, Transportation, and Building & Grounds).
13. Responsible for fleet insurance, ordering yearly Motor Vehicle Reports on personnel who drive school owned vehicles as well as reports for people who drive their own vehicle for school business, or rented vehicles for field trips or the school activity bus. Also includes adding and removing vehicles from coverage.
14. Responsible for purchase orders to pay premiums for policies in effect.
15. Order supplies for the department as needed.
16. Provide liaison and current insurance policy information to SBCISD's participating employees.

17. Solve employee benefit programs.
18. Organize and maintain accurate life and health files and filing system for current insurance.
19. Review and reconcile SBCISD dedicated claim/loss bank accounts to Third Party Administrator's monthly account statements.
20. Develop and produce monthly reports of group insurance activities, including evaluation of Third Party Administrator.
21. Organize and maintain TPA Contract Agreement files.
22. Data entry for payroll deductions and employer contributions.
23. Reconcile payroll records with TPA billings monthly.
24. Assist Health Service Coordinator with health fairs/flu shots, and Med-checks.
25. All other duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

---

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: _____ Date _____