



## Job Description

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<b>POSITION TITLE:</b>	<b>Benefits/Payroll Specialist</b>	<b>#2505</b>
<b>SALARY PLACEMENT:</b>	<b>Classified/Confidential, Supervisory Salary Schedule Range 10</b>	

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### **SUMMARY OF POSITION:**

Under limited direction of management personnel, support the Health Insurance Consortium (HIC) of San Joaquin member districts by managing and administering employee benefits program information for staff and retirees and serving as a liaison between benefits providers and school employees. Review and process benefits documents, preparing and reconciling reports and contributing to policy and program evaluations. Implement HIC's comprehensive health benefits plan in compliance with policies, and county, state, and federally mandated requirements. Performs payroll computations, accounting and clerical duties related to the issuance of regular and supplemental payrolls. Utilizes independent judgement and problem-solving skills in relation to assigned areas of responsibility. Does related work as required.

### **MINIMUM QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:**

Equivalent of the completion of the twelfth grade, supplemented by course work or training. May be substituted by experience of a closely related nature. Three years of technical, clerical experience in processing and reconciling employee benefits or compensation transactions.

### **DESIRABLE QUALIFICATIONS – EDUCATION, TRAINING, AND/OR EXPERIENCE:**

Five years of progressively responsible clerical experience in financial record keeping and coordination of employee benefit programs. Knowledge of principles, practices, and procedures of health benefits, payroll and accounting; modern office practices and procedures; data processing; proper English usage; basic knowledge of laws pertaining to health benefits and payroll; good record-keeping techniques. Experience in a school district or county office of education.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of:

- State laws, regulations, and policies pertaining to health benefits, procedures and requirements and benefit programs including ACA, COBRA, CAL-COBRA, HIPPA, PHI, Medicare, Medi-Cal, and Covered California
- current methods of statistical record keeping as applied to health benefit records
- assigned software
- principles, methods, and practices of financial record keeping and benefit contracts
- federal and state laws, and California Education code
- policies and procedures related to benefit administration

Ability to:

- perform health benefit-related duties requiring independent judgment and initiative under the stress of strict deadlines
- perform complex computations rapidly and accurately
- operate a computer
- analyze situations accurately and adopt an effective course of action

- analyze complex financial data and prepare accurate records and reports
- ensure that assigned tasks are completed within time or reporting deadlines
- communicate clearly and concisely both orally and in written form
- maintain a positive and effective working relationship with employees and others contacted in the course of work
- clerical work of above-average difficulty with minimal supervision
- maintain accurate files and records
- be flexible and receptive to change

Possess:

- strong written and verbal communication skills
- good interpersonal skills using tact, patience, and courtesy

### **ESSENTIAL FUNCTIONS:**

Essential functions may include, but are not limited to the following:

1. Enter codes and data into financial system to process payroll and health benefits on regular and supplemental payrolls.
2. Maintain accurate records of confidential benefits information and organized employee files.
3. Compose and edit written benefits materials, such as bulletins, flyers, and employee letters.
4. Coordinate and present benefits information to employees in person, at workshops and annual benefits fairs.
5. Prepare accurate and legally correct payroll, health benefits, and financial reports, state, federal and retirement reports; in-house reports, as required; and submit to appropriate agencies in a timely manner.
6. Review, verify and process documents related to employee benefits.
7. Process and reconcile payroll eligibility reports and payments.
8. Provide input to management for decisions regarding policies, regulations, collective bargaining agreements, and operational procedures related to employee benefits programs.
9. Research and review benefit information for the evaluation of cost-effective benefits programs.
10. Serve as a liaison between benefit providers and management to provide information to employee benefit programs and services.
11. Sort, file, copy, and distribute necessary payroll and health benefit materials.
12. Administer the self-pay retiree benefits program including collection of current and delinquent payments, prepare deposits, and reconcile bank statements.
13. Perform related work as required.

### **PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data into a computer terminal, operate standard office equipment, and use a telephone.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal levels and on the telephone.
5. Speak so that others may understand at normal levels and on the telephone.
6. Stand, walk, and bend over, reach overhead, grasp, push, pull and move, lift, and/or carry up to 25 pounds to waist height.

### **WORK ENVIRONMENT:**

Employees in this position will be required to work indoors in a standard office environment and come in direct contact with SJCOE staff, district staff, and the public.

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