LAKE ELSINORE UNIFIED SCHOOL DISTRICT

LAKE ELSINORE UNIFIED SCHOOL DISTRICT
Position Description

TITLE: Coordinator II – Personnel	**REPORTS TO**: Assistant Superintendent Personnel Support Services
DEPARTMENT: Personnel Support Services	**CLASSIFICATION:** Certificated Management
FLSA: EXEMPT	**WORK YEAR:** 212 Days
ADOPTED: August 5, 2021	**SALARY RANGE:** Certificated Management

JOB PURPOSE STATEMENT:
Under the direction of the Assistant Superintendent of Personnel Support Services, this position is responsible for facilitating, reviewing and monitoring district Health and Welfare benefits, Workers Compensation for district employees and be the liaison between the district and CAL STRS and CAL PERS. The Coordinator shall also assist the Personnel Support Services Department with district complaints, facilitate investigations and communicate findings. The Coordinator will oversee, coordinate and communicate with SISC, Tri Star, RCOE, STRS, PERS and other third party agencies to manage Health and Welfare benefits, process Workers Compensation Claims and utilize Galaxy for employee data and reconcile billing.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but are intended to accurately reflect the principle job elements.)

ESSENTIAL JOB FUNCTIONS (E):

- Oversees and coordinates implementation and administration of district benefits for the school district.
- Assist in planning, organizing and coordinating annual Open Enrollment and Health Fair.
- Monitor and oversee Cash Option for district employees
- Oversee and review monthly benefits billing
- Oversee and review employee changes in Health and Welfare Benefits
- Communicate with employees in regards to changes in district benefit plans
- Oversee and monitor Metlife benefits for district employees
- Assist potential retirees when making their Health and Welfare options provided by the district
- Oversee medicare process for district retirees
- Oversee and reviews industrial illness/accident claim files
- Act as the liaison between district and Workers Compensation attorney.
- Participate in Interactive Process Meetings when accommodations are needed due to a Workers Compensation injury
- Coordinate and track modified work assignments
- Coordinate annual file review of WC claims
- Participate and assists with new employee orientations
- Coordinate and track all details relating to the mandatory annual/ semi-annual training for district employees.
- Receive district complaints, facilitate investigations and report investigation findings
- Communicate with a variety of district resources, claims adjusters, medical personnel, attorneys and others to exchange information, resolve issues, concerns and complaints
- Attend and coordinate STRS and PERS Workshops for employees

Board of Trustees
Marybeth Slane, *Area 1* ● Susan E. Scott, *Area 2* ● Heidi Matthies Dodd, *Area 3* ● Juan I. Saucedo, *Area 4* ● Christopher J. McDonald, *Area 5*

Superintendent
Dr. Doug Kimberly

- Remain current on the latest information and changes regarding district benefits, workers compensation policies, retirement benefits etc.
- Develop a Fiscal Partnership for billing and fund 67 support
- Act as a resource to site administrators, employees and retirees
- Assist in Personnel Support Services as available
- Participate in Personnel Support Services Leadership Meetings
- Available to serve as a site administrator for short term assignments.

JOB REQUIREMENTS: QUALIFICATIONS

Knowledge of:

- District Health and Welfare Plans
- Workers Compensation Policies
- Galaxy System
- Cal STRS System
- Cal PERS System
- Investigation Process
- School district organization, operations, policies and objectives
- Oral and written communication skills
- Strong interpersonal skills to effectively work with diverse groups

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:

Education/Experience Required: Bachelor's Degree from an accredited college or university, Master's Degree; Five (5) years of site administrative experience; Experience with district processes and departments.

Licenses, Certifications, Bonding and/or Testing Required: Valid CA Driver's License and evidence of insurability; Criminal Justice Fingerprint Clearance; Negative pre-employment drug screen test; Negative TB results; California State Administrative Credential

WORKING CONDITIONS:

1. Environment:
    a. Office environment at the District Office; Outdoor environment at school, classroom environment
    b. Demanding timelines/subject to frequent interruptions and daily contact with staff/community
2. Physical Abilities:
    a. Dexterity of hands and fingers to operate a computer keyboard and standard office equipment
    b. Position requires occasional carrying, pushing, pulling or lifting up to 25 pounds
    c. Walking, sitting and/or standing for long periods
    d. Occasional bending at the waist, kneeling, or crouching to file materials
    e. Hearing and speaking to exchange information in person, on the telephone, and through email
    f. Occasionally carries materials on stairs, reaches overhead, above shoulders, and horizontally
    g. Visual ability to read, prepare/process documents and small figures
    h. Mobility to travel to various school sites, conference and workshops required
3. Hazards
    a. Extended viewing of computer monitor
    b. Working with and around office equipment having moving parts

In compliance with the Americans with Disabilities Act, the Lake Elsinore Unified School District will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the Division of Personnel Support Services.