



HEMET UNIFIED SCHOOL DISTRICT

1791 West Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

BENEFITS COMPLIANCE TECHNICIAN

JOB SUMMARY:

Under general supervision or direction, perform complex and responsible technical and clerical duties in support of health and welfare benefits programs and employee insurance benefit programs for District employees and retirees. Serve as an informational resource to District personnel in the development of bargaining positions. This position is responsible for the record keeping and accounting functions related to employee health care benefits enrollment and processing. Additionally, this position requires specialized knowledge of the procedures associated with the processing of insurance benefits and claims and involves duties and responsibilities determined to be confidential in nature. This position confers with management in negotiations and disseminates pertinent, confidential information that informs the bargaining process. This position performs essential job duties and responsibilities and other related work as may be required

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Perform complex and responsible technical and clerical duties in support of employee health and welfare benefits programs and services;
- Confers with management on developing proposals for negotiations;
- Determine eligibility for new and continuing benefit program participants including employees, retirees, COBRA qualifiers and eligible dependents;
- Act as liaison between insurance carriers and employees providing information and assisting in the resolution of problems;
- Collect and compile confidential information to ensure compliance with insurance benefits and claims;
- May train, orient, supervise, assign and coordinate the work of subordinate office accounting employees;
- Assist supervisor in preparation of input and proposals for negotiations;
- Maintain control of claims received to ensure compliance with mandatory due dates;
- Process insurance company invoices for payment; reconcile invoices to payroll deductions;
- Receive, audit, reconcile and balance monthly reports related to insurance benefits, deductions, premiums and general ledger accounts;
- Initiate appropriate accounting adjustments, calculate fringe benefits distribution of charges by program and prepare necessary accounting journals;
- Serve as an informational resource to District personnel; respond to inquiries, resolve issues and conflicts and provide information concerning employee benefits;
- Assist in organizing and administering the Benefits Insurance programs for active and retired employees according to established District policies and procedures, negotiated agreements, federal and state laws, and the Education Code;
- Receive, process and evaluate employee enrollment and a variety of other forms and applications; review for accuracy and completeness; expand and assist employees with completing enrollment forms; establish and maintain employee records and files;
- Compile data and prepare and maintain a variety of records, logs and reports related to employees, benefits, general benefits information, fringe benefits, COBRA, retirement and assigned activities;
- Establish and maintain confidential filing systems;
- Input a variety of employee benefits-related data into an assigned computer system; establish and maintain automated records; initiate queries, extract data and generate a variety of computerized lists and reports; verify accuracy of input and out of data;
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software;
- Attend and participate in a variety of special events related to assigned activities such as employee fairs, workshops and health fairs; schedule and arrange for workshops and other special events as directed;
- Provide assistance with confidential benefits matters, retirements, COBRA, PERS;
- Prepare benefit packets for new and returning employees as assigned;
- Conduct special surveys as requested;
- Perform other related work as may be required.

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EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

- Correct English usage, spelling, grammar and punctuation;
- General public relations
- General employee benefits and insurance programs and procedures;
- Applicable laws, codes, regulations, policies and procedures;
- Methods of auditing insurance billings and coordinating payments;
- Practices, procedures, techniques, forms and applications involved in enrolling employees in benefits programs;
- Policies and objectives of assigned programs and activities;
- Oral and written communication skills;
- Interpersonal skills using tact, patience and courtesy;
- Record-keeping and report preparation techniques;
- Modern office practices, procedures and equipment;
- Operation of a computer and assigned software;
- Technical aspects of field of specialty;
- Basic arithmetic.

Ability to:

- Demonstrate good judgment and good problem-solving skills;
- Learn and utilize new and current technologies;
- Work autonomously with little direction;
- Organize tasks, set priorities and meet deadlines;
- Manage multiple tasks;
- Understand and carry out oral and written directions;
- Perform duties quickly and accurately;
- Work effectively despite frequent interruptions;
- Establish and maintain an effective working relationship with those contacted in the course of work;
- Maintain a positive service orientation toward supported personnel;
- Perform complex and responsible technical and clerical duties in support of employee health and welfare benefits programs and services for District employees and retirees;
- Interpret, apply and explain policies, procedures, rules and regulations;
- Maintain records and files;
- Compile and verify data and prepare reports;
- Operate standard office equipment including a computer and assigned software;
- Make arithmetical calculations with speed and accuracy;
- Communicate effectively both orally and in writing;
- Receive, process and evaluate employee enrollment and variety of other forms and applications;
- Reconcile insurance billings and collect and arrange for payments.

EDUCATION AND EXPERIENCE

Education: Equivalent to graduation from high school supplemented by high school or college level courses in bookkeeping, budget and principles of accounting; and possession of the knowledge and abilities listed above.

Experience: Four (4) or more years of increasingly responsible experience in office clerical work involving responsible account, financial, or statistical records maintenance; with a minimum of two (2) years experience performing accounting work and employee benefits programs.

REQUIRED LICENSES AND/OR CERTIFICATES

If driving a vehicle is required in the course of work, operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

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PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out the essential job duties and responsibilities listed above.

Physical Demands: Sit (continuously); stand, walk, bend, stoop, push, pull (occasionally); possible stairs; repetitive hand activities within close reach, such as keyboard, mouse, handwriting and file management (continuously); sit for prolonged periods of time; lift/ carry office supplies up to 10 pounds (occasionally); carry on normal speech and hearing activities.

Working Conditions: Indoor office setting with individual cubicles; exposure to usual office sounds, office dust and (possible) odor of perfume or room deodorizer.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

EMPLOYMENT STATUS

Confidential Management Position

August 2015