



HEMET UNIFIED SCHOOL DISTRICT

1791 W. Acacia Ave., – Hemet, CA 92545-3637 - (951) 765-5100

BENEFITS COORDINATOR

DEFINITION:

Under the direction of the Director of Risk Management, or designee, develops and coordinates the Hemet Unified School District's benefits program with an emphasis on Health & Welfare Benefits (medical, dental, vision, life) and deferred compensation programs (403(b) & 457). Performs a variety of specialized duties in support of the District insurance programs for employees and retirees; provide a variety of technical and complex information and assistance to District personnel, covered individuals, medical and legal professionals and insurance vendors regarding benefit programs; fulfill reporting and notification requirements of applicable government rules and regulations. This position confers with management in negotiations and disseminates pertinent, confidential information that pertains to the bargaining process. Employees in this class receive minimum supervision within a framework of standard policies and procedures.

ESSENTIAL DUTIES:

- Perform a variety of specialized duties in support of the fringe benefit program for classified and certificated employees and retirees in accordance with District policies and procedures; enroll and process District personnel in applicable insurance plans, including but not limited to, life, health, medical, dental and vision insurance; serve as primary contact for employees and third-party administrators; investigate discrepancies and provide information.
- Develop and utilize fiscal control templates to communicate employee voluntary payroll deductions; determine retiree share costs utilizing established factors and criteria; process refund requests and requisitions as required.
- Conduct new hire orientations for District employees; explain plan designs, cost factors, eligibility rules, insurance carriers, plan rates, plan years, plan availabilities, deductions, required documentation and other factors related to benefits plans and characteristics.
- Update and maintain an assigned website as assigned by the position; oversee preparation and distribution of information to inform employees of benefits, compensation and personnel policies; create information flyers to clarify complex data; oversee the design and development of tools to assist employees in benefits selection and to guide managers through compensation decisions.
- Review and implement benefits program functions; perform plan audits; identify and define eligibility, mandated reporting and new legislation concerns and issues; identify areas for improvement; maintain related documentation.
- Coordinate the fringe benefit program for classified and certificated employees and retirees in accordance with District policies and procedures; enroll and process District personnel in applicable insurance plans including life, health, medical, dental and vision insurance plans.

HEMET UNIFIED SCHOOL DISTRICT
BENEFITS COORDINATOR

(Continued)

- Plan and organize events including Open Enrollment, benefit information meetings and other events; distribute information regarding health insurance; establish timelines and schedules.
- Troubleshoot and resolve employee issues and concerns regarding benefits; research information as necessary; prepare and distribute correspondence to employees, retirees and plan participants concerning employee benefit plans, policies, procedures and related information; provide employees with related informational materials; refer staff to outside resources as appropriate.
- Input employee, benefits and a variety of other data into an assigned computer system; maintain automated employee records and files; generate computerized reports as requested; assure accuracy of input and output data.
- Serve as a technical resource to personnel concerning employee benefits information, insurance plans, enrollment options, eligibility, coverage and claims; respond to inquiries, resolve issues and conflicts and provide technical information concerning related policies, procedures, guidelines, rules and regulations; conduct workshops and meetings as required.
- Compile information and prepare and maintain a variety of records and reports related to employee information, benefits, rates, retirements, terminations, insurance plans, contracts, payments, financial activity and assigned duties; establish and maintain filing systems.
- Develop and implement system to prepare, maintain and process a variety of documents including enrollment, appointment and change of status documents; assure compliance with applicable laws, contracts, rules and regulations.
- Develop and implement a full cycle COBRA to include accounts receivables for premiums.
- Review current literature and remain current on developments related to benefits, insurance and laws; serve on committees and attend meetings and seminars.
- Gather and compile information used to plan and determine benefit options for District employees in various bargaining units and labor groups through insurance committees.
- Communicate with personnel, insurance providers, brokers and various other outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.
- Order, receive and maintain inventory of benefits materials.
- Attend various assigned meetings and conferences.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, practices, terminology and procedures used in benefits administration.
- Employees benefit packages and insurance programs.

HEMET UNIFIED SCHOOL DISTRICT
BENEFITS COORDINATOR

(Continued)

- Summary plan descriptions, vendor contracts and related forms.
- Accounting practices, procedures and terminology.
- Processing of various insurance claims.
- Employee benefits enrollment practices and procedures.
- Collective bargaining agreements and procedures.
- Policies and objectives of assigned programs and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Preparation, review and control of assigned accounts.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

- Perform a variety of technical duties in support of employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities.
- Serve as a technical resource to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures.
- Process, evaluate and assist employees with the completion of enrollment forms.
- Troubleshoot and resolve employee issues and concerns regarding benefits.
- Perform a variety of accounting duties including fund disbursement and accounts receivable functions.
- Serve as a liaison between personnel, insurance brokers and benefit plan administrators.
- Prepare and maintain permanent employee benefits records and files.
- Update records and notify personnel with changes in employment status.
- Interpret, apply and explain rules, regulations, policies and procedures.
- Utilize a computer to enter data, maintain records and generate reports.
- Arrange and conduct enrollment interviews, seminars and orientations.
- Make arithmetic calculations quickly and accurately.
- Communicate effectively both orally and in writing.
- Establish and maintain effective working and cooperative relationships with others.
- Meet schedules and time lines.
- Plan and organize work.
- Prepare and maintain a variety of records and reports.
- Operate standard office equipment including a computer and assigned software.
- Maintain current knowledge of applicable laws, codes, rules and regulations.
- Adapt to changing work priorities.
- Communicate with diverse groups.
- Set priorities.
- Work with constant interruptions.
- Resolve problems with tact and proficiency.

HEMET UNIFIED SCHOOL DISTRICT
BENEFITS COORDINATOR

(Continued)

- Understand, be sensitive to and respect the diverse academic, socioeconomic, ethnic, religious and cultural backgrounds, disabilities and sexual orientation of teachers, administrators and staff.
- Maintain consistent, punctual and regular attendance.

EDUCATION AND EXPERIENCE:

AA preferred specific to the abilities listed above. Four (4) or more years of increasingly responsible experience in office clerical work involving accounts payable/receivable, statistical records maintenance and a minimum of three (3) years of experience working with employee benefits programs and/or lines of insurance.

WORKING CONDITIONS:

Exposure to: inside/outside temperature swings, use of office equipment and supplies, moderate noise levels (infrequently).

PHYSICAL DEMANDS:

Sitting (up to continuously); stand, reach, bend, walk, stoop, squat, kneel, look up/down (occasionally); push, pull, twist, squat (infrequently); repetitive hand activities within the close reach, such as keyboard, mouse, handwriting, files and phone (continuously); lift/carry office supplies, up to 10 pounds (occasionally), to 30 pounds (infrequently); use of seeing, hearing and speaking.

EMPLOYMENT STATUS:

Classified Management Position

Row 61 Classified Management Salary Schedule

February 2018