



For the future of every student

## **CLASS TITLE: EMPLOYEE BENEFITS SPECIALIST**

### **BASIC FUNCTION:**

Under the direction of the Director-Risk Management, perform a variety of technical duties in support of employee benefits programs including insurance, enrollment, eligibility, Workers' Compensation, billing and record-keeping functions; serve as a technical resource and liaison concerning employee benefits functions.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of technical duties in support of employee benefits programs including insurance, enrollment, Workers' Compensation, billing and record-keeping functions; provide eligible staff and retirees with benefits according to established laws, regulations, policies and procedures.

Enroll, add and delete employees to and from various benefit plans; prepare, compile, distribute, process and assist employees with completing various enrollment forms and applications; request and obtain necessary documents and information as needed; determine eligibility for benefits.

Assist injured employees with initiating and maintaining Workers' Compensation claims and related benefits; monitor and keep employees current concerning claim status, progress, disbursements and related information; process and assure proper completion of Workers' Compensation forms.

Process and reconcile billings for employee health benefits; receive, process and prepare insurance billings for payment; compare and reconcile insurance billings with benefits records and reports and audit for accuracy; identify discrepancies and make adjustments as appropriate.

Serve as a technical resource to employees and retirees concerning employee benefits and Workers' Compensation functions; respond to inquiries and provide technical information concerning related coverage, eligibility, requirements, laws, regulations, processes, policies and procedures.

Conduct annual open enrollment activities; meet and confer with employees concerning employee benefits; conduct benefit orientations for new employees; distribute informational materials and enrollment forms; explain health and various other benefits programs, plans, coverage and options.

Prepare and distribute a variety of correspondence and informational materials relate to assigned benefits functions; review forms, records and reports for accuracy, completeness and compliance with established requirements; make corrections as needed.

Process benefit adjustments; calculate, revise and update records with changes; calculate and adjust insurance premiums as needed; add and drop retirees and dependents to and from plans according to established policies and requirements; notify employees of benefit adjustments.

Compile information and prepare and maintain various records, reports and files related to benefit programs, plans, insurance, billings, adjustments, personnel, Workers' Compensation, claims, OSHA and assigned activities; monitor and update records in response to employee eligibility status.

Serve as a liaison between District personnel and outside agencies concerning employee benefits,

Workers' Compensation, insurance, health plans, claims and related matters; resolve related issues, conflicts and discrepancies in a proper and timely manner.

Input a variety of employee, benefits and related data in an assigned computer system; establish and maintain automated records and files; initiate queries and generate computerized lists, documents and reports; assure accuracy of input and output data.

Investigate Worker's Compensation claims and recommend settlement or litigation options as directed; research and compile materials and information for claims; audit claims to assure proper physician notes, reporting, and related information.

Communicate with other administrators, personnel and outside organizations to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Conduct a variety of special projects and surveys as directed; provide input concerning various policies and agreements related to employee benefits.

Research rates, quotes, services and costs from insurance providers, health agencies and other outside organizations; provide recommendations concerning benefit plan options.

Train and provide work direction and guidance to designated staff as directed.

Attend and participate in various meetings and committees; present information and materials concerning benefits programs and related issues, needs and activities; compile and prepare materials, and coordinate witness attendance for Workers' Compensation hearings.

#### OTHER DUTIES:

Perform related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### KNOWLEDGE OF:

General methods, practices, terminology and procedures used in benefits administration including insurance, enrollment, eligibility, billing and record-keeping functions.

Employee benefit packages and insurance programs.

Employee benefits enrollment practices and procedures.

Practices and procedures involved in Workers' Compensation claims.

Data control procedures and data entry operations.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and filing techniques.

Oral and written communications skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Mathematic computations.

##### ABILITY TO:

Perform a variety of technical duties in support of employee benefits programs including insurance, enrollment, Workers' Compensation, billing and record-keeping functions.

Enroll, add and delete employees to and from various benefit plans.  
Review, process and verify a variety of forms and applications.  
Serve as a technical resource to employees and retirees concerning employee benefits, Workers' Compensation, enrollment, coverage, eligibility and related matters.  
Assist injured employees with initiating and maintaining Workers' Compensation claims.  
Conduct benefit orientations for new employees.  
Serve as a liaison between personnel, administrators and various outside agencies.  
Compile, calculate and reconcile billings for health benefits.  
Learn, interpret, apply and explain laws, rules, regulations, policies and procedures.  
Utilize a computer to enter data, maintain records and generate reports.  
Communicate effectively both orally and in writing.  
Establish and maintain effective working and cooperative relationships with others.  
Meet schedules and time lines.  
Prepare and maintain a variety of records and reports.  
Operate standard office equipment including a computer and assigned software.  
Maintain regular and consistent attendance.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school supplemented by college level course work in business, accounting, benefits, insurance or related field and two years employee benefits, risk management or related experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching to file and retrieve materials.  
Reaching overhead, above the shoulders and horizontally.