

RIVERSIDE UNIFIED SCHOOL DISTRICT

BENEFITS SPECIALIST (Range 28)

BASIC FUNCTION:

Under general direction of the Director Risk Management, plan, organize, lead and participate in coordinating the daily operation of the District Employee Benefits Program; provide work direction and guidance to others.

REPRESENTATIVE DUTIES:

Provide service to district employees concerning benefits, including signing up new employees, processing changes, terminations, questions and/or problems. **E**

Provide daily leadership to other Benefits Department staff including training, reviewing new procedures, problem solving and task assignments. **E**

Resolve complaints and ensure that district employees and retirees receive equitable resolution in compliance with existing district and department policies, procedures, rules and regulations. **E**

Research, interpret and explain policies, procedures, rules and regulations, benefits legislation and laws that govern administration of employee benefits. **E**

Gather, organize and analyze data; produce reports and spreadsheets relative to various insurance programs. **E**

Assist the Director in development of strategies for program enhancement. **E**

Prioritize incoming assignments and projects; compile, distribute and explain memoranda and bulletins. **E**

Assist the manager in keeping the department apprised of new technology and procedures. **E**

Coordinate and lead open enrollments. **E**

Calculate, enter and maintain all insurance benefit rates and codes in the Risk System and troubleshoot associated problems. **E**

Attend and represent the department in system user meetings, HR/Payroll/Risk Management monthly meetings and other meetings and seminars as assigned including technical trainings. **E**

Maintain TSA enrollments; create, maintain and update insurance vendor purchase orders. **E**

Prepare and maintain a variety of files, records and reports related to insurance benefits information, contracts and employees and their covered dependents. **E**

Obtain and compile census information as requested. **E**

Assist the Director in Budget development, reviewing and maintaining the ledgers as they pertain to the Risk Management System. **E**

Assist the Director with data output from the Riverside County Office of Education's Risk Management system. **E**

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District policies, procedures, rules and regulations relating to bargaining unit agreements and insurance programs.

California School Accounting Manual's Standardized Account Code Structure (SACS).

COBRA Regulations.

GASB45 Regulations.

Principles, practices and exclusions of HMO's, PPO's and indemnity insurance plans.

Modern office practices and procedures and computer operation; including spreadsheet development, spelling, grammar and punctuation.

Interpersonal skills, tact, patience and courtesy.

Oral and written communication skills.

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

Record-keeping techniques.

ABILITY TO:

Explain insurance plan coverage, exclusions and limitations to employees.

Maintain accurate records and files.

Research questions and problems and communicate accurate and timely responses.

Prepare a variety of reports and correspondence relating to insurance programs.

Learn, interpret and apply school district rules, policies and laws with good judgment.

Independently coordinate daily insurance procedures and special projects.

Coordinate open enrollments.

Effectively operate modern office equipment including a computer with spreadsheet application; prepare and edit reports and other documents; compose professional correspondence.

Communicate effectively with employees, vendors and the public.

Determine appropriate action within clearly defined guidelines and make recommendations to the Director regarding unusual or unique situations.

Type accurately at 40 wpm.

Perform complex mathematical calculations quickly and accurately.

Understand and convey oral and written directions.

Establish/maintain effective professional relationships with others.

Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to completion of 12th grade, a minimum of two years of college level coursework with an emphasis in Business Administration or office management. Minimum of three years varied, increasingly responsible experience in an insurance environment with at least one of those years in a leadership role.

LICENSES:

A valid California Driver's License and maintenance of a good driving record.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL ABILITIES:

Sitting for extended periods of time.

Hearing and speaking to exchange information and provide work direction both in person and over the phone.

Seeing to read and prepare various materials, correspondence and reports.

Dexterity of hands and fingers to operate a computer, calculator and related equipment.

HAZARDS:

Contact with dissatisfied or abusive individuals.