

## **RIVERSIDE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: EMPLOYEE BENEFITS ASSISTANT (RANGE 22)**

#### **BASIC FUNCTION:**

Under the direction of the Director of Employee Benefits and Workers' Compensation, educate and enroll employees in health and welfare benefits; coordinate open enrollments; serve as liaison for employees as needed.

#### **REPRESENTATIVE DUTIES:**

Meet with new employees to discuss and clarify District health benefits; enroll employees and dependents into District health plans; enter coverage codes in computer and review for accuracy; provide packets of information regarding benefits and Workers' Compensation. *E*

Assist employees in the process of changing existing health benefits as employees experience a change in dependent eligibility; make appropriate changes in codes, and mail changes to the carrier and verification letters and reports to employees. *E*

Communicate with District employees and outside agencies to provide clarification or other information regarding benefit claim submission information, denied/pending claims and other employee benefit matters. *E*

Orient new employees or retirees regarding available benefits; coordinate open enrollments and enroll employees; calculate entitlements according to established procedures. *E*

Provide COBRA letters to eligible employees or dependents experiencing a loss of benefits; maintain related records. *E*

Process various claims according to established procedures. *E*

Prepare and balance monthly billing audits for appropriate services and carriers including medical, life, vision and dental agencies as assigned; balance amount premiums paid; request warrants for payment. *E*

Track retirees and prepare correspondence regarding termination of District paid benefits according to established procedures; provide information regarding continuing benefits as appropriate. *E*

Operate a variety of office equipment including computer, printer, telephone, calculator and typewriter. *E*

Review Board actions; record changes related to employee benefits and related matters; review entitlement changes and premiums; enter Board actions into the computer. *E*

Prepare and maintain a variety of files, records and reports related to insurance benefit information, contracts and employees. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

District policies and procedures relating to bargaining unit agreements.

COBRA regulations.

Various health and life insurance plans, coverage and exclusions.

Laws, rules and regulations related to assigned activities.

Operation of a computer and applicable software.

Interpersonal skills using tact, patience and courtesy.

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

Record-keeping techniques.

**ABILITY TO:**

Explain health plan coverage to employees.

Maintain accurate records and files.

Prepare correspondence to employees regarding COBRA, and retirement or related matters.

Coordinate open enrollments.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Determine appropriate action within clearly defined guidelines.

Operate a computer terminal.

Type at 40 words per minute from clear copy.

Make arithmetical calculations with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years experience in a health care, health insurance or related human resources position.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL ABILITIES:**

Sitting for extended periods of time.

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read various materials.

**HAZARDS:**

Contact with dissatisfied or abusive individuals.