



BENEFITS TECHNICIAN

Classification: Administrative Support 3

Location: Human Resources

Reports to: Human Resources Director

FLSA Status: Non-Exempt

Bargaining Unit: EAEOP

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary

Initiates and disseminates information and provides assistance to employees in becoming informed users of their health benefits and processes and maintains benefit actions. Participates in the district insurance meetings providing expertise in employee benefit programs.

Part II: Supervision and Controls over the Work

Employee is expected to independently perform work of a varied nature in accordance with broadly defined procedures and guidelines with minimal supervision. Prioritizes and plans work according to meeting enrollment deadlines, payroll cutoff periods and department service agreements. Work is controlled by state and federal requirements and procedures, district policy and regulations, collective bargaining agreements, and direction of the administrator.

Part III: Major Duties and Responsibilities

Duties may include, but are not limited to:

1. Assures all district employees are enrolled in appropriate medical, dental, life, long-term disability, and flexible-spending benefit programs by providing appropriate forms and information to employees, dependents and beneficiaries.
 - a. Conducts new employee orientations
 - b. Prepares new employee benefit packets
 - c. Assists organization of benefits fairs and meetings
 - d. Monitors employee personnel actions for eligibility
 - e. Monitors employee time worked to determine eligibility (i.e. 30 or more hours)
 - f. Assists employees with insurance claims.
2. Provides information and serves as primary contact to district employees regarding group insurance coverage and other benefit programs. Researches and responds to inquiries about enrollment and eligibility of benefits, payroll deductions, retirement information and/or refers employee to appropriate authority/office when necessary (e.g., retirement systems). Acts as a liaison with insurance companies and state agencies relating to procedural problems.

3. Coordinates the workers' compensation self-insured program. Advises employees and supervisors on documentation requirements, processes documents, coordinates with claim administrators and medical provider offices, maintains records and follow-up on claims and absences.
4. Advises employees on leave entitlements and application procedures under federal and state FMLA, personal leave, unpaid leave, childcare leave, and administrative leave. Maintains information and records on all extended leaves.
5. Prepares, or works with a third-party provider to prepare and provide, COBRA applications and enrollment change forms to eligible district employees while maintaining proper documentation to ensure compliance with federal law.
6. Maintains current knowledge of bargaining agreements and contracts, payroll and benefit related laws and regulations, and district personnel and payroll policies.
7. Completes insurance verification letters and forms for employees for such purposes as child support and coordination of benefit plans with federal Medicare program.
8. Provides information for the district benefit website to assure information presented is accurate and current. Assists with the scheduling of supplemental retirement providers at schools for employee meetings.
9. Establishes and maintains such benefits records as are required. Reconciles financial reports relative to benefit programs and enrollment.

Performs other duties as assigned.

Part IV: Minimum Qualifications

1. Must have experience working or interacting successfully with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. High school diploma or equivalent.
3. Three years of substantive and progressively responsible HR or payroll experience in a reasonably complex environment (e.g., multiple work groups, management/salaried/hourly employees, unionized workers, etc.).
4. Able to work in an environment with frequent interruptions and changing tasks and priorities.
5. Able to understand and execute oral and written instructions and adherence to policy and procedure. Able to communicate effectively using tact, courtesy and good judgment. Able to



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remain calm and focused and to assist employees who may be emotional, distraught, or frustrated.

6. Able to follow written and verbal direction, maintain a high level of confidentiality, and take the initiative when necessary. Ability to effectively communicate on complex issues with a high level of effectiveness.
7. Ability to provide effective advice and training to other employees regarding program area.
8. Able to organize work and set priorities for accomplishing work in a timely and effective manner.
9. Able to work collaboratively and effectively with other staff, employees, and supervisors. Establishes and maintains effective working relationships with other employees, agency representatives and the general public.
10. Skill in the use office and computer equipment and use standard office software and automated payroll and accounting systems.

Part V: Desired Qualifications

1. Associate's degree in subjects related to human resources, business or accounting.
2. Experience in a public school setting payroll, benefit and accounting systems.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to bend, reach, perform repetitive motions, sit, stand, move about, hear and speak. Employee is required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.