

VISTA UNIFIED SCHOOL DISTRICT

EMPLOYEE BENEFITS TECHNICIAN

DEFINITION

Under general supervision, to perform responsible and technical functions pertaining to an employee benefits program; to provide assistance, counsel, and information regarding insurance coverage, and a variety of other employee benefits programs; and to do other related work as required.

ESSENTIAL DUTIES

- Perform a variety of technical functions regarding the employee fringe benefit program, including program orientation, enrollment, claims processing, and other related matters.
- Assist employees in the preparation of enrollment applications and in the completion of other employee benefits materials, including retirement benefits, COBRA participation, and family death benefits.
- Review the enrollment and other documents for accuracy and completeness, and forward the material to the appropriate carriers.
- Establish and maintain automated files and records pertaining to program participation.
- Assist in the preparation of the necessary documentation to enroll, change status, and terminate employee benefits program participation.
- Serve as a liaison to insurance carriers and insurance trusts regarding claim problems, issues, and concerns confronting employee participants.
- Research and gather information on issues, plans and problems related to benefits negotiations. Prepare reports to be presented in negotiations. Participate in conferences with administrators and/or carriers on negotiable issues, alternatives and timetables.
- Compile statistical data and reports required in the administration of the various fringe benefits programs using a computer terminal, microcomputer, and application software.
- Prepare correspondence and memoranda for supervisor's review and editing pertaining to various employee benefits related problems, issues, and concerns.
- Perform a variety of accounting clerical functions, such as the preparation of statistical reports and summaries, and in the gathering of management related reports.

QUALIFICATIONS

Knowledge of:

Procedures, methods, and techniques pertaining to employee benefits programs;
Legal mandates, policies, regulations, and negotiated agreements pertaining to employee benefits programs;
Insurance agreements, claims processing, and adjustment procedures;
English usage, spelling, grammar, and punctuation;
Modern office practices and procedures;
Standard business machines and equipment, including a micro-computer and computer terminal, and peripherals.

Ability to:

Perform responsible tasks pertaining to a comprehensive employee benefits program;
Effectively resolve employee benefits problems, issues, and concerns;
Prepare fiscally related reports and summaries;
Perform arithmetical calculations with speed and accuracy;

EMPLOYEE BENEFITS TECHNICIAN - Page 2

Type or keyboard at a net corrected speed of 50 words per minute;
Communicate effectively in oral and written form;
Understand and carry out oral and written directions;
Establish and maintain effective organizational and community relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 10 to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, and possessing the manual dexterity to operate business related equipment and to handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

Three years of responsible and specialized clerical experience, preferably including one year of experience pertaining to employee benefits, risk management, human resources or related field.

Education:

Equivalent to the twelfth grade supplemented by course work, training, or workshops in employee benefits and risk management.