CLASS TITLE: BENEFITS SPECIALIST

BASIC FUNCTION:

Under the general supervision, of the Director, Human Resources, the Benefits Specialist performs a variety of specialized technical and administrative duties in support of the District’s employee benefits program. This position provides information and interprets benefit plan requirements and procedures to plan participants and beneficiaries and assists in resolving benefits issues. The Benefits Specialist processes all voluntary payroll deduction requests and insurance enrollments accurately and in compliance with College policies and government regulations. The Benefits Specialist is responsible for processing all voluntary payroll deduction requests, insurance premium and fringe benefit charges, eligibility data and employee authorized changes to benefits elections. Other decisions, such as processing unusual requests or exceptions to current policies and procedures, are referred to a higher authority.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Assists in and administers the District’s employee benefits plans, including, medical, dental, vision, and life insurance;

Provides new employees information on benefit plans and enrollment decisions required;

Processes new employee enrollments as well as enrollment changes;

Composes routine correspondence to plan administrators and providers;

Reconciles plan premium billings;

Processes invoices and submits invoices and documentation to insurance carriers;

Administers the District’s COBRA plan to ensure compliance with federal notice and administrative requirements;

Audits and verifies employee changes against payroll registers and makes changes as needed;

Balances invoices with deduction registers;

Coordinates annual open enrollment, distributes informative materials, coordinates open enrollment fairs and/or information sessions; and processes employee coverage changes;

Attends meetings or act as a committee member liaison on all matters related to District insurance

Monitors FMLA employee status, collections and deposits payments and payroll adjustments;

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Maintains records and answers inquiries related to the District Insurance Plan; and,

Conducts special projects and prepares a variety of special reports.

OTHER DUTIES:
Perform related duties as assigned including assisting at the public counter, answering questions and providing requested forms.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
District policies and procedures;
Benefit program principles and practices;
Applicable federal, state and local laws and regulations governing the administration of benefit plans;
Applicable Computer software;
Modern office practices, procedures and equipment; and
Record keeping and filing practices and procedures.

ABILITY TO:
Understand, interpret, explain and apply detailed insurance and benefit plan rules, regulations, policies and procedures’
Organize and maintain office;
Prepare clear, concise and accurate reports, correspondence and other written materials;
Operate a variety of specialized office equipment;
Communicate effectively, both orally and in writing;
Establish and maintain effective working relationships with others; and
Work independently

EDUCATION AND EXPERIENCE:

A typical way of obtaining the knowledge, skills and abilities outlined above is through graduation from high school or a G.E.D. equivalent; and three years of increasingly responsible experience in the administration of benefit plans, such as health, life and retirement plans;

OR

Graduation from high school or a G.E.D. equivalent; and four (4) years of increasingly responsible experience in the administration of human resources programs, such as leave processing (FMLA, ADA, etc.), employee or labor relations file management (discipline, grievance and other appeals), recruitment processes, etc.

WORKING CONDITIONS:

ENVIRONMENT:

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Office environment.
Fast paced environment during certain times of the school year.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Repetitive use of upper extremities including hand coordination activities.