

EMPLOYEE BENEFITS ASSISTANTDEFINITION

Under general supervision, to assist the Employee Benefits Specialist with the duties and responsibilities of the Benefits Department which includes employee health and welfare benefits and Workers' Compensation; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the assistant level position in the Benefits Section. This position will assist with many of the benefit department's duties. Procedures are generally established and are regulated by law and administrative requirements, and problems encountered demand good judgment and adaptability on the part of incumbents. A Benefits Assistant is expected to solve independently a variety of problems relating to the records maintained or the procedures followed. Although supervision is generally available, it is often exercised only through review of completed work and incumbents are expected to identify for themselves those problems which require attention from supervisory personnel.

TYPICAL DUTIES

Assist new and current employees in completing applicable health and welfare documents for employment. Advise employees of their benefit entitlement, explain and advise employees on fringe benefit options, and assist in completion of enrollment cards.

Provide post-employment information regarding the extension of medical insurance benefits (COBRA) to retirees and other employees who terminate their employment, as well as to the employees' dependents.

Communicate with third-party administrator, employee, doctor, clinic or hospital and payroll regarding Workers' Compensation claims and related records.

Establishes priorities and makes decisions within the scope of responsibility.

Receives financial documents, screens for accuracy and adherence to legal and procedural requirements, carries out procedural steps to insure or authorize payments or delivery, posts data to records, and checks and balances totals.

Makes computations and changes to financial data, applying standard formulas and using predetermined guides.

Prepares financial reports and summarizes independently.

May contact other agencies, districts, schools, and District employees to discuss financial records and transactions;

Gives authoritative information on records maintained;

May conduct routine correspondence independently;

May operate various office machines such as typewriters, adding machine, computer, calculator, and bookkeeping machines.

Performs other related duties and tasks as assigned.

QUALIFICATIONSKnowledge of:

Personal computer and related software, i.e. spreadsheets and word processing; modern office practices, procedures, and telephone techniques; health insurance practices and procedures; Federal, State and Education laws related to Workers' Compensation and health insurance; methods and practices of financial record keeping; bookkeeping methods and terminology.

Ability to:

Perform responsible clerical work without continuous supervision; utilize spreadsheet software to perform arithmetical calculations with speed and accuracy; prepare accurate financial summaries and reports; operate modern office equipment such as a personal computer and calculator; understand and carry out oral and written instructions; work cooperatively with those contacted in the course of work; type at a speed of 30 words per minute from clear copy containing a large percentage of numerical or tabular data.

Experience:

Two years of increasingly responsible experience administering employee health and welfare benefits and Worker's Compensation; experience in the maintenance of financial or statistical records.

Education:

Equivalent to completion of the twelfth grade, including or supplemented by courses in computers including spreadsheet software and bookkeeping or accounting.