

EMPLOYEE BENEFITS AND SAFETY SPECIALISTDEFINITION

Under general supervision, performs tasks as they relate to employee health and welfare benefits and workers' compensation benefits. Acts as the coordinator of the Illness, Injury, Prevention Program (IIPP). This position is responsible for independent judgments and solving problems/questions as they relate to the above.

ESSENTIAL FUNCTIONS

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

Provide timely informational updates on district paid health and welfare insurance benefits to employees and retirees. Notify employees of open enrollment periods and negotiated benefit changes.

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 employee's dependents.

Coordinate with insurance carriers and state agencies on employee concerns.

Notify vendors and prepare required data processing documents to institute or change insurance coverage or other deductions.

Compose correspondence to employees and insurance vendors.

Prepare and process workers' compensation claims. Prepare District and State forms and submits to appropriate personnel for approval.

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

Assists the district's safety officer. Coordinates the safety committee and related activities.

Develop and implement training programs and seminars for district employees on safety matters.

Performs miscellaneous clerical and typing duties.

May direct the work of students or assigned personnel.

Performs related duties as required.

QUALIFICATIONSKnowledge of:

Modern office practices, procedures, and telephone techniques; English usage, spelling, grammar, punctuation, and composition; health insurance practices and procedures; Federal, State and Education laws related to workers' compensation, health insurance and safety.

Ability to:

Learn, interpret and apply personnel policies, regulations and collective bargaining contracts; follow verbal and written instructions with a minimum of direction; explain procedures clearly and accurately and communicate verbally in situations requiring tact and diplomacy; compile and prepare statistical data and reports; operate typewriter, PC, data entry terminal and other office machines; establish and maintain effective working relationships with others.

EXPERIENCE

Three years of increasingly responsible experience involving public contact. Experience in the fields of health insurance, workers' compensation and safety.

EDUCATION

Equivalent to completion of the twelfth grade plus additional college units in the field of health insurance, workers' compensation and/or safety.