

EMPLOYEE BENEFITS SPECIALIST**DEFINITION:**

Under the direction of the Director of Fiscal Services, performs complex technical tasks in the administration of employee benefit insurance programs including health, dental, and vision for District employees, dependents, and retirees; coordinates the annual open enrollments of health, Section 125, life, and other insurance programs. Maintains accurate documentation and reconciled records for health benefits and payments. Performs other related work as required.

QUALIFICATIONS:**Knowledge of:**

- Applicable laws, rules and regulations related to employee health benefits
- Methods, practices, terminology and procedures used in benefits administration including health insurance, enrollment, eligibility, billing and record keeping functions
- Accounting practices and financial reporting principles
- Methods of auditing insurance billings and coordinating payments
- Operation of a computer and assigned software
- Customer service skills and proven problem solving techniques
- Interpersonal skills using tact, patience and courtesy
- Oral and written communication skills
- Modern office practices, procedures and equipment use

Ability to:

- Learn laws, regulations, techniques, insurance agreements and procedures pertaining to employee benefits programs
- Understand and learn complex rules and regulations of ACA (Affordable Care Act)
- Interpret and apply rules, regulations, laws, policies and procedures related to employee benefits programs
- Organize and maintain information, procedures and forms regarding health insurance benefit programs
- Make sound decisions necessary in the function of the position
- Develop, prepare and maintain a variety of reports, records and files
- Create spreadsheets as needed
- Communicate with carriers regarding problems and discrepancies
- Establish and maintain cooperative and effective working relationships
- Plan, prioritize, and organize work to meet schedules and timelines
- Learn and maintain proficiency on computers and related equipment and software
- Communicate effectively both orally and in writing
- Understand and carry out oral and written directions

Experience and Education

- Equivalent to graduation from high school plus additional college-level course work in business, payroll, human resources and/or insurance
- Three (3) years of increasingly responsible experience in the administration of employee benefits and/or payroll

DISTINGUISHING CHARACTERISTICS:

This position is responsible for independent judgments and solving problems and questions as they relate to the above. This position requires an understanding of employee health and welfare systems and the laws, regulations, and reporting requirements. Incumbents at this level must demonstrate ability to communicate, troubleshoot, resolve, and administer benefit insurance plans.

EMPLOYEE BENEFITS SPECIALIST**ESSENTIAL FUNCTIONS:**

- Assist new and current employees in completing applicable health and welfare documents for employment; determine benefit entitlement and explain benefit options to employees.
- Collect and process enrollments, terminations, and change information for employees, dependents, COBRA, and retiree health and welfare benefits; review for accuracy and completeness.
- Notify vendors and prepare required documents to institute or change insurance coverage or other deductions.
- Provide timely informational updates on district paid health and welfare insurance benefits to employees and retirees.
- Act as district liaison for the employee benefits committee.
- Notify employees of open enrollment periods and negotiated benefit changes.
- Schedule and conduct new employee orientations; prepare packets and provide information concerning benefits.
- Interpret and explain collective bargaining contract provisions related to employee benefit eligibility and coverage.
- 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.
- Monitor hours worked by employees to determine if working full-time based on ACA criteria; offer medical insurance to those employees who qualify; report ACA required information to the IRS.
- Serve as a benefits liaison between plan participants, insurance representatives and various outside agencies; resolve issues, conflicts, discrepancies and concerns as necessary.
- Process benefits payments to health carriers; review and audit insurance billings for accuracy.
- Reconcile, balance, and verify health and welfare benefits to health carriers' invoices and discrepancy reports on a monthly basis.
- Coordinate with insurance carriers and state agencies on employee discrepancies and/or concerns.
- Respond to disability carrier requests for eligibility and payroll history.
- Assist with death and life insurance claims; explain benefit policies.
- Assist employees on leave of absence and Third Party Administrators with benefit related questions.
- Compose correspondence to employees and insurance vendors.
- Prepare District and State forms and submits to appropriate personnel for approval.
- Performs related duties as required.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.