

## EMPLOYEE BENEFITS SPECIALIST

### DEFINITION

Administers the day-to-day operational activities of the District's employee benefits program; assists in reviewing, selecting, and negotiating benefits plans, vendors, and carriers and serves as a resource person to the Joint Labor Management Benefits Committee.

### TYPICAL DUTIES

- Administers the day-to-day operational activities of the District's employee medical-hospital, dental, vision, and life insurance programs.
- Assists in the planning of the District's employee benefits program.
- Serves as a resource person to the Joint Labor Management Benefits Committee which entails assisting in the planning of agenda items, providing input on plans, providing resource information, and presenting special and regular reports.
- Evaluates the operational activities of assigned area and revises, develops, and implements new operational procedures to improve efficiency of operations.
- Assists in preparing bid specifications for insurance plans, analyzing bids, and making recommendations.
- Ensures effective administration of the District's employee benefits program and compliance with applicable rules, regulations, procedures, and contract provisions.
- Supervises staff engaged in the processing and maintaining of employee benefits records and files.
- Assists in reviewing, selecting, negotiating and recommending benefits plans, vendors, and carriers.
- Compiles enrollee data for insurance brokers, upon request, which is used in the negotiation of insurance plans and preparation of bid specifications.
- Assists in the preparation and maintenance of the annual employee benefits budget and keeps District's management apprised of expenditure trends and projections.
- Prepares or supervises the preparation of regular and special reports on the employee benefits program for District Management and the Joint Labor Management Benefits Committee.
- Communicates with insurance carriers on matters related to contract interpretation and enrollment processing.
- Provides information, guidance, advice and policy interpretation to District employees and retirees on eligibility requirements, enrollment procedures, coverage, availability of and differences among the various insurance plans.
- Assists employees in the resolution of insurance claim problems.
- Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS

An **Employee Benefits Specialist** administers the day-to-day operational activities of the employee benefits program of the District; assists in reviewing, selecting, and negotiating benefits plans, vendors, and carriers and serves as a resource person to the Joint Labor Management Benefits Committee.

## DISTINGUISHING CHARACTERISTICS (Cont.)

A **Risk Manager** develops, implements, and administers risk management programs designed to minimize losses and to assure the efficient and economical operations of the District's liability, workers' compensation, occupational health and safety, and loss-control programs.

A **Personnel Assistant** performs specialized clerical duties in connection with a wide variety of personnel transactions in the areas of human resources and/or insurance which require an incumbent to apply a complex knowledge of Board of Trustees and Personnel Commission rules, regulations, policies, and procedures.

## SUPERVISION

General supervision is received from the Risk Manager. Immediate supervision is exercised over a small staff of clerical employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles of employee health benefits administration
- Principles and techniques of contract negotiation
- Principles and functions of insurance plans
- Legal framework and laws pertaining to employee benefits insurance as contained in Education Code, Government, and Insurance Codes
- Basic literature, periodicals, and other source materials pertaining to current trends in employee benefits programs
- Insurance benefit provisions of the District's collective bargaining agreements
- Basic principles and methods of statistical analysis, prediction, and presentation
- Principles and practices of business and public administration
- Principles and procedures of budgeting
- Organization and management of records
- Principles of supervision and training
- Capabilities of computer applications and hardware in the management of employee health benefits

### Ability to:

- Effectively administer the day-to-day operational activities of an employee health benefits program
- Understand, interpret, and apply laws, rules, regulations, and procedures pertaining to employee benefits
- Revise, develop, and implement procedures related to the employee benefits program
- Communicate effectively with employees and retirees
- Collect, analyze, interpret, and evaluate data, draw sound conclusions, and make recommendations on employee benefits programs
- Write comprehensive, clear, and legally appropriate reports and correspondence
- Make clear and effective oral presentations
- Cope with novel and difficult problems
- Organize work to meet critical deadlines

Ability to (Cont.)

Train, supervise, and review the work of assigned staff

Establish and maintain cooperative and effective relationships with employees, retirees, members of the Joint Labor Management Benefits Committee, employee organization representatives, insurance carriers, District administrators and the public

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized four-year college or university, preferably with a major in business or public administration, or in a related field.

Coursework in insurance is desirable.

Experience:

Two years of full-time, paid professional-level experience in the coordination of an employee benefits program for a large employer.

Special:

A valid Class "C" California driver's license.

Access to an automobile.