

**Job Title:     RISK MANAGEMENT BENEFITS TECHNICIAN**

**Definition:**

Under the supervision of the Assistant Superintendent of Business Services and the direct supervision of the Director of Risk Management & Payroll, performs a variety of complex technical and clerical work in the area of employee's benefits, workers' compensation, property and liability insurance, safety and loss control programs and disaster preparedness.

**Distinguishing Characteristics:**

This classification is distinguished from others in that the incumbent performs a variety of technical and complex duties specific to risk management with special emphasis on employee benefits and workers' compensation

**Essential Job Duties:**

The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks, or may perform similar related tasks not listed here.

1. Maintains benefit enrollment websites for all active employees, retirees, new hires, terminations, and plan changes and maintains "Risk Management" page on the district website.
2. Annually analyzes plan structure for employee benefits and provides information to district on potential savings to employees and district, and updates employee benefit rate sheets for all employee groups accordingly.
3. Responsible for monthly health and welfare insurance billings and reconciliation, and initiates "B" warrants for payment.
4. Plans and conducts open enrollment for all Medical, Dental and Vision benefits for all employee groups, including health benefits and section 125 plan.
5. Ensures that forms are received on all eligible employees for compliance with ACA (Affordable Care Act).
6. Schedules monthly benefits meetings for new hires.
7. Meets with all terminated employees and retirees regarding employee benefits and annuities.
8. Processes all forms for changing and maintaining benefits.
9. Inputs and updates deductions for benefits in county HRS system.
10. Creates county HRS mass change requests.
11. Inputs and updates plans and deductions in time and attendance system for tracking purposes for ACA (Affordable Care Act) compliance.
12. Works with TPA for guidance on maintaining Third Party database for IRS compliance with ACA (Affordable Care Act), including, but not limited to, upload of all employee demographics, work hours each pay period, and health coverage enrollment. Tracks eligibility for all employees.
13. Analyzes data in third party data base for accuracy, according to IRS guidelines, and produces 1095-Cs annually to be distributed to employees for tax purposes.
14. Processes one time deductions, refunds, and account balance adjustments in the county HRS system in order to reconcile liability accounts, including receiving payments from employees and reconciling to appropriate accounts for deposit.

**Job Title: RISK MANAGEMENT BENEFITS TECHNICIAN**

15. Maintains EXCEL workbook for retiree insurance information and receives and processes payments for deposit.
16. Assists retirees with applying for Medicare as required by law.
17. Assists with maintaining and updating tables in the county HRS system, including salary tables, job classification tables, work calendars, and benefit tables.
18. Assists with workers compensation claims including completion of documents, record keeping, and claim discrepancies.
19. Keeps up-to-date on workers' compensation legislation.
20. Communicates with physicians, employees and site administration regarding injury, work restrictions and medical verifications.
21. Processes and tracks reimbursement payments from the workers' compensation carrier for temporary disability.
22. Completes purchase requisitions as needed in relation to workers' compensation needs, including first aid claim payments.
23. Completes OSHA logs and assists sites with same.
24. Assists with development of safety and loss control programs directly relating to student and staff safety in order to mitigate claims. Assists with disaster preparedness programs and coordinates training.
25. Assists with paperwork for property and liability claims providing documentation to the insurance carrier for the processing and payment of claims.
26. Attends workshops and conferences pertaining to ACA (Affordable Care Act) compliance, health care, and workers' compensation.
27. Maintains records retention schedule and provides information to Business Services for Board action.
28. Prepares reports and notices as required, including but not limited to, CA Department of Education J-90 (benefits portion), LACOE Salary Survey (benefits portion), OSHA Report, Actuarial 43-45 Report, and Alternative Retirement Plan (Apple) Distribution Report.
29. Performs other related duties as assigned.

Range 39

**Minimum Knowledge, Skill and Ability:**

**Knowledge of:**

- Modern office methods
- Data processing
- Business correspondence
- Basic accounting procedures
- Operations of various office machines
- Use of correct grammar, spelling and punctuation
- Microsoft Office
- Worker's compensation

**Job Title: RISK MANAGEMENT BENEFITS TECHNICIAN**

- Employee benefits

**Skills and Ability to:**

- Perform difficult and complex calculations with speed and accuracy
- Maintain accurate records and reports
- Understand and follow oral and written directions
- Use modern office equipment and machines
- Keyboard neatly and accurately at 40 wpm on a five-minute test
- Communicate policy, rules and regulations in a positive, accurate manner
- Maintain professional confidentiality
- Work harmoniously with school/District personnel, supervisors and departments
- Computer working knowledge and experience

**Training and Experience:**

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain knowledge, skills and abilities would be: high school diploma or equivalent, supplemented by additional courses in business, accounting and office procedures. At least three years of financial clerical experience, one of which must involve accounting/billing experience. At least three years of workers compensation and benefits experience.

**Physical Requirements and Working Conditions:**

- Require vision (which may be corrected) to read small print.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects. Lower body mobility may not be required.
- Perform work, which may require sitting for prolonged periods.
- May be required to work at a computer for prolonged periods.
- Is subject to inside environmental conditions.
- May be required to take and pass physical examination.

**PHYSICAL REQUIREMENT INFORMATION**

<b>Physical Demands:</b>	<b>HPD = Hrs. Per Day</b>		
	Rarely (0 – 1.5 HPD)	Occasionally (1.5-3 HPD)	Frequently (3 – 6 HPD)
Sitting			X
Standing	X		
Walking	X		
Bending (neck)			X
Bending (waist)		X	

**Job Title:      RISK MANAGEMENT BENEFITS TECHNICIAN**

Kneeling	X		
Reaching		X	
Stooping	X		
Crawling	X		
Twisting (back & neck)		X	
Climbing	X		
Pushing/Pulling	X		

<b>Lifting</b>				<b>Carrying</b>		
	Rarely (0-1.5HPD)	Occasionally (1.5 – 3HPD)	Frequently (3 – 6HPD)	Rarely (0-1.5HPD)	Occasionally (1.5 – 3 HPD)	Frequently (3 – 6 HPD)
0–10 lbs.	X			X		
11–25 lbs.	X			X		
26–50 lbs.	X			X		
51–75 lbs.	X			X		

<b>Mental Demands:</b>	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently(3 – 6 HPD)
Problem Solve			X
Make Decisions			X
Supervise	X		
Interpret Data			X
Organize			X
Write			X
Plan		X	
Multi-Task			X

<b>Equipment Use:</b>	Rarely (0 – 1.5 HPD)	Occasionally(1.5 – 3 HPD)	Frequently (3 – 6 HPD)
Telephone			X
Copier		X	
Computer			X
FAX Machine	X		
Radio	X		