

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: BENEFITS & RISK MANAGEMENT TECHNICIAN

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Human Resources, organize and perform highly complex clerical administrative functions in the areas of the health and welfare benefits program, workers' compensation, and provide administrative support for the Human Resources Department.

REPRESENTATIVE DUTIES:

- Coordinate, organize and perform complex administrative functions for the Human Resources Department.
- Under supervision, manage and administer employee benefit plans and act as health benefits coordinator; coordinate employee benefit programs in compliance with carrier contracts (e.g. enrolling new employees, explaining benefits options, mediating benefit eligibility and payment issues, open enrollment, etc.).
- Assist with inquiries from employees, beneficiaries and/or insurance providers regarding health plans including compliance with State and Federal Law including, Family Medical Leave Act, California Family Rights Act, Medicare parts A & B, ACA 1095-C reporting, and continuation of group health benefits (COBRA).
- Communicates with payroll department as needed to ensure billing and payroll deductions are accurate.
- Act as liaison and coordinate District insurance programs with representatives of various insurance carriers and Joint Powers Agreement representatives; represent the District at meetings with representatives from a variety of public agencies, insurance companies, and risk services firms.
- Participates on districtwide benefits and wellness committees.
- Track annual mandated trainings for all staff.
- Serve as a liaison and communicate with district administrators, employees and third party administrator and/or health vendors to provide pertinent information and benefit expertise.
- Provide information concerning district policies, procedures, and programs as needed.
- Input, store, retrieve and manipulate information to the automated database systems to reconcile to the County financial system; develop and generate specialized reports for the Districts administrators and other reports mandated by County, State and Federal agencies; retrieve and compile information for Unemployment and Workers' Compensation claims.
- Assist with workers' compensation claims, including logging new claims as they are received and maintaining compensation claims records and databases.
- Provide workers' compensation insurance carrier with required forms within required timelines, track work status reports, and facilitate interactive/return to work meetings and draft related correspondence.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic financial and statistical accounting and record-keeping.
- Common office clerical terminology, skills, practices, record keeping techniques, filing and information management systems
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable sections of State Education Code and other applicable laws.
- Fringe benefit procedures and the district's health & welfare plans.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- District organization, operations, policies, procedures and programs
- Pertinent computer software programs such as Microsoft Office, Word, Excel, Power Point, and Outlook.

ABILITY TO:

- Effectively plan, organize, prioritize and complete multiple tasks within reasonable time limits
- Work independently with minimal direct supervision.
- Maintain accurate records and prepare reports which contain confidential or sensitive information.
- Communicate effectively both orally and in writing.
- Perform duties effectively and meet demanding schedules and timelines with frequent interruptions.
- Understand and accurately follow oral and written directions.
- Operate a variety of office equipment including a computer terminal.
- Establish and maintain cooperative, positive, and effective working relationships with the public and District staff.
- Be well organized and detail oriented.
- Work confidentially and use appropriate discretion in disseminating information.
- Understand, interpret, apply and be able to explain complex policies and pertinent laws, rules and regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and three years increasingly responsible clerical or secretarial experience. Experience in employee benefits, or human resources preferred.

WORKING CONDITIONS:**ENVIRONMENT:**

- Office environment
- Frequent interruptions

PHYSICAL DEMANDS:

- Seeing to read a variety of materials.

- Dexterity of hands and fingers to operate computer keyboard and other office equipment.
- Hearing and speaking to exchange information
- Sitting for extended periods of time
- Kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve, store files and supplies.

TERMS OF EMPLOYMENT:

Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance.

SALARY:

Placement on the Classified Salary Schedule on Range 26.