



PITTSBURG UNIFIED SCHOOL DISTRICT

BENEFIT SPECIALIST

BASIC FUNCTION:

Under general supervision of the Assistant Superintendent of Human Resources, or designee, perform a wide variety of complex and responsible duties relative to the District's benefits program for employees, retirees and COBRA participants. To coordinate and maintain information and records on the various leave and benefit programs of the District; and to do related work as required.

ESSENTIAL DUTIES & RESPONSIBILITIES include the following:

- Responsible for subscribers (employees, COBRA participants and retirees) and dependents coverage plans and programs
- Conducts workshops and explains benefit choices and coordinates open enrollment
- Responsible for benefit, voluntary deduction and leave records for all employees
- Works directly with the personnel department and the Workers Compensation carrier to monitor and activate leave entitlements related to Workers Compensation and Family Medical Leave
- Resolves problems for employees and other subscribers covered by District benefit programs by working directly with vendors
- Functions as Committee Chair for the Health & Welfare Committee
- Liaison between PUSD and medical providers, carriers, third party administrators and insurance broker
- Analyze and process claims/leave adjustments for Workers Compensation
- Develops and maintains various software database components related to job duties
- Analyze and compile data related to benefits and leave issues
- Responsible for medical providers contractual agreements with PUSD
- Reconciles payments of premiums and deductions to vendors
- Prepares reports, schedules and other forms
- Assist with paycheck distribution and payroll calculations
- Orders and distributes benefit insurance pamphlets as needed
- Maintain and provide monthly leave spreadsheet, including those on Worker's Compensation
- Maintains Catastrophic Leave Bank for District
- Maintains attendance accounting for all employees
- Responsible for granting leave accruals for all units
- Responsible for vacation and compensation payout calculations to Payroll
- Assist in Worker's Compensation processes, including tracking of employees absences.
- Other duties as assigned

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QUALIFICATIONS:

Knowledge Of:

- Rules, laws and regulations governing health and welfare benefits including COBRA and IRS Section 125 plan
- Leave accounting for Workers Compensation
- Office practices, procedures and equipment
- Automated computer systems, Databases, spreadsheets
- Record keeping procedures and practices
- Mathematics – Book keeping and terminology

Ability To:

- Be responsible for the establishment, maintenance and preparation of complex health and welfare information
- Interpret, apply and assist in the development of District and contractual rules and procedures while carrying out a variety of functions related to fringe benefits and leaves
- Analyze information and prepare accurate reports under strict internal and external timelines and guidelines
- Use data processing system, various software and equipment in maintaining and establishing records
- Deal tactfully and courteously with those contacted in the course of performing job duties
- Establish and maintain cooperative and supportive working relationships

EDUCATION AND EXPERIENCE:

Two years of experience that demonstrates a combination of training and duties, which provides the required knowledge and ability. At least one year working directly with health and welfare benefits. High School Diploma, or equivalent. Preferably supplemented by coursework in accounting or benefits administration

WORKING CONDITIONS

- Fast-paced office environment.
- Light to moderate physical effort; occasionally lift and/or move up to 20 pounds
- Sitting for extended periods of time; reaching overhead, above the shoulders, and horizontally, or bending at waist to retrieve and store files.
- With or without accommodation, the ability to see and hear to conduct work, and speaking to exchange information.
- Reading, writing, and operating computer keyboard.

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TERMS OF EMPLOYMENT:

Work Year: 12 Months

Salary Schedule: CSEA Salary Range 44

Board Approval (revision): March 25, 2015

Board Approval Unit Modification: April 22, 2015