JOB DESCRIPTION
Grossmont Union High School District

BENEFITS SPECIALIST (CONFIDENTIAL)

Purpose Statement:

The job of Benefits Specialist (Confidential) is done for the purpose/s of coordinating all aspects of employee benefits and benefit information; resolving insurance benefit, retirement, reporting and reconciliation problems; providing information to new and current employees, providers and/or administrators; researching providers for administrative review; ensuring employee proof of coverage and accurate billing. Incumbents in this classification provide students and staff with fiscal services which in turn directly supports learning.

This job reports to Deputy Superintendent, Business Services

Essential Functions

- Administers District leave programs (e.g. FMLA, CFRA and PDL programs) for the purpose of providing accurate leave coverage to employees within regulatory specifications.
- Administers employee benefit programs in compliance with carrier contracts (e.g. enrolling new employees, explaining benefit options, organizing benefit fairs, mediating benefit eligibility and payment issues, open enrollment, etc.) for the purpose of providing maximum coverage to employees within contract specifications.
- Assists personnel, beneficiaries and/or insurance providers for the purpose of verifying eligibility, conveying information and processing claims.
- Communicates with district administrators, bargaining units, employees, and insurance carriers for the purpose of distributing of information and providing benefit expertise.
- Compiles and analyzes data (e.g. employee benefits and related programs) for the purpose of developing, recommending and implementing plans and programs.
- Conducts investigations and studys (e.g. research, operational and analytical reports, statistical analysis, cost projections) for the purpose of providing an up-to-date reference and audit trail.
- Consults and confers with members of the District negotiating team (e.g. matters related to employee health and welfare benefit programs) for the purpose of participating in strategic bargaining positions.
- Coordinates activities (e.g. health fair, open enrollment materials/communications, etc.) for the purpose of delivering services in compliance with District, state and federal requirements.
- Ensures District compliance (e.g. District-related health and welfare benefit programs; COBRA; mandated timelines; notification adherences) for the purpose of complying with State and Federal regulations.
- Maintains a wide variety of benefit information (e.g. provider contracts, claim files, employee records, etc.) for the purpose of purpose of providing an up-to-date reference and audit trail.
- Oversees the work of Benefits Clerk for the purpose of providing guidance and ensuring accuracy.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares a wide variety of written materials (e.g. claims, forms, reports, procedures, brochures, pamphlets, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Provides input to management pre-negotiations for the purpose of recommending modifications, ensuring achievement of competitive benefits programs and other goals identified by the District.
- Reconciles enrollment forms and billings to employee records (e.g. COBRA, disability, retirement, health, FMLA, etc.) for the purpose of ensuring accurate eligibility and payment information and complying with contract provisions.

- Researches discrepancies between employee, payroll, benefit provider/s, and government agencies for the purpose of ensuring accuracy of records and maximizing eligible payments.

- Resolves conflicts with benefit providers for the purpose of verifying eligibility, conveying information and processing claims.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment; preparing and maintaining accurate records; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: codes, regulations & laws related to the job functions; general insurance including: COBRA, AB 528, FMLA and SB 1910; health and welfare programs; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; maintaining confidentiality; working with constant interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; and monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is required.

Education Community College and/or Vocational School degree with study in job related area.

Required Testing

Pre-employment Proficiency Test

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt	12/14/2006	Confidential 60