

Benefits Representative I

Purpose Statement

The job of Benefits Representative I is done for the purpose/s of performing technical and professional-level duties pertaining to the development, implementation and evaluation of fringe benefit plans and consulting services for Fringe Benefit Consortium (FBC) member districts.

Essential Functions

- Assists with benefit plan comparisons for member districts for the purpose of assuring all new legislation is applied properly to various benefit plans.
- Assists with the development and publishing of administrative guides for each line of insurance benefit for the purpose of assisting districts with fringe benefits issues.
- Attends meetings and conferences for the purpose of maintaining current knowledge of fringe benefit related regulations and acting as liaison between district and carriers.
- Conducts in-service training for member districts for the purpose of providing information on insurance administration, billing procedures and regulatory changes.
- Contacts insurance carriers for the purpose of notifying them of necessary corrections and revisions.
- Prepares a wide variety of written materials (e.g. literature for open enrollments, legislative update publications, plan comparisons, contracts, summaries, etc.) for the purpose of providing written reference and/or conveying information.
- Researches and assists with the resolution of complex claim issues and questions for the purpose of ensuring accuracy of records and maximizing eligible payments.
- Reviews Summary Plan Descriptions for all benefit lines for the purpose of assuring correct language and benefit levels.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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 skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; utilizing standard office equipment including using pertinent software applications;

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: all employee benefits, including but not limited to medical, dental, vision, HIPAA, COBRA, FMLA, Affordable Care Act, life insurance and long term care; accounting/bookkeeping principles; pertinent codes, policies, regulations and laws; school district structure; and principles of negotiation/arbitration.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some 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: occasional lifting, carrying, pushing, and/or pulling, 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 is required.

Education: Bachelors degree in job-related area.

Equivalency: Any combination equivalent to: a bachelor's degree in business or public administration, insurance or closely related field and a minimum of one (1) year of technical benefits experience including medical, dental, visions, life and long term care. Experience with self insured public school fringe benefit programs is highly desirable.

Required Testing

Certificates

Ca. Life, Accident & Health License
Driver's License & Evidence of
Insurability

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance
Tuberculosis Clearance

FLSA State: Non-Exempt

Salary Range: Classified Management, Grade 24

Personnel Commission Approved: October 19, 2016