

JOB DESCRIPTION
San Diego County Office of Education

Benefits Representative II

Purpose Statement

The job of Benefits Representative II is done for the purpose/s of performing a wide range of activities pertaining to the development, implementation and evaluation of fringe benefit plans and consulting services for Fringe Benefit Consortium (FBC) member districts.

Essential Functions

- Analyzes Requests for Proposals for the purpose of summarizing for evaluation by Fringe Benefits Specialist.
- Assists with benefit plan design development and plan document updates for the purpose of assuring all new legislation is applied properly to various benefit plans.
- 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.
- Coordinates the preparation of Evidence of Coverage books and open enrollment material supply orders for the purpose of ensuring each district's carrier related material needs are met.
- Develops and publishes administrative guides for each line of insurance benefit for the purpose of assisting districts with fringe benefits issues.
- Prepares a wide variety of written materials (e.g. county-wide survey of benefits for all districts, literature for open enrollments, legislative update publications, plan comparisons, contracts, summaries, etc.) for the purpose of providing written reference and/or conveying information.
- Promotes FBC programs for the purpose of increasing interest and participation in programs.
- Researches and resolves eligibility, benefit and claim issues and questions for the purpose of ensuring accuracy of records and maximizing eligible payments.
- Reviews contracts for the purpose of assuring correct language and benefit levels prior to circulation for final signatures.

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 analyze situations to define issues and draw conclusions. 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, Obamacare, life 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, meetings, and/or events; 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 may be 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 within a specialized field 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 three (3) years of professional experience in a similar position performing comparable scope of duties and responsibilities. Experience with self insured public school fringe benefit programs is highly desirable.

Required Testing

Certificates

CA Life and/or Health Insurance license
Driver's License & Evidence of Insurability

Continuing Educ./Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance
Tuberculosis Clearance

FLSA State: Non-Exempt

Salary Range: Classified Management, Grade 28

Personnel Commission Approved: October 19, 2016