

SAN DIEGO COUNTY OFFICE OF EDUCATION
Personnel Commission

CLASS TITLE: Fringe Benefits Technician

DEFINITION: Acts as a service representative to the Fringe Benefit member school districts; maintains Fringe Benefit financial and statistical records; provides assistance and training in operating insurance programs under the Fringe Benefits Consortium (FBC.).

REPRESENTATIVE DUTIES:

ESSENTIAL FUNCTIONS:

Maintains fund balances, monitors district premium payments, and investigates and resolves discrepancies;

Reconciles the monthly Employee Benefit Remittance reports for the County Office and member school districts;

Reconciles both weekly and monthly health benefit claims experience reports;

Monitors and reconciles fringe benefit comprehensive monthly loss reports;

Receives and distributes monthly health benefit premium payments;

Maintains journal of total premiums paid and/or due;

Reviews and corrects indemnity variance reports;

Conducts district audits as necessary for problem resolution;

Monitors carrier invoices for rate discrepancies, makes corrections and adjusts premiums as necessary;

Upon notification of new member districts in the FBC, visits member districts and assists and trains staff in the correct procedures for operating the fringe benefit insurance program under the FBC;

Researches and resolves eligibility issues for district members including employees, retirees, COBRA qualifiers and eligible dependents;

Authorizes and conducts retroactive adjustments;

Responds to telephone and written inquiries from district members, providers and brokers regarding benefits, eligibility and premium issues;

Assist with report writing and system development assignments.

NON-ESSENTIAL FUNCTIONS:

Performs related duties as assigned.

CREDENTIALS, CERTIFICATES, LICENSES OR OTHER REQUIREMENTS:

None

EDUCATION AND EXPERIENCE:

A minimum of three (3) years of experience involving the application of employee benefit insurance principles and procedures. Experience must include maintaining computerized financial and statistical records, and a high level of interpersonal contact. College-level course work in a related field may be considered as partial fulfillment of the work experience requirement.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Employee benefit insurance programs, practices and procedures including Health Maintenance Organizations (HMO); methods of auditing insurance billings; practices and procedures related to processing and recording financial transactions; use of computerized accounting systems. General knowledge of risk management principles.

ABILITY TO:

Remain current on laws relating to employee benefit insurance; learn, interpret, apply and explain complex procedures, regulations and legislation; make arithmetic computations; operate standard office equipment including computers and related software applications such as Microsoft Word and Excel; utilize a variety of accounting and fiscal reporting systems; maintain financial records and reports; exercise independent judgment; investigate benefit-related issues and adopt effective courses of action; establish and maintain effective working relationships with staff, district personnel, providers and brokers.

WORKING CONDITIONS & PHYSICAL ABILITIES:

Office setting. Ability to travel to and from school/work sites as job requires.

Must be able to hear and speak to exchange information; see to perform assigned duties; sit and/or stand for extended periods of time; possess dexterity of hands and fingers to operate a computer and other office equipment; kneel, bend at the waist, and reach overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lift light objects

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from the Risk Management Technician - Workers' Compensation (the next higher class) in that the Risk Management Technician – Workers' Compensation performs higher level and more complex accounting duties such as budget preparation and projection, and prepares annual, quarterly and monthly reports. Additionally, the Risk Management Technician – Workers' Compensation may work with variety of other risk management programs and, therefore, requires a broader knowledge of risk management.

Established: 12/81

Revised: 6/96; 10/97; 4/98; 7/12