

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISED SEPTEMBER 2014**  
**SCHEDULE: #22**  
**CLASSIFIED MANAGEMENT**  
**CODE: 2, 6, 8**

**COORDINATOR II – HEALTH BENEFITS**

**DEFINITION**

Under direction of the County Superintendent of Schools, perform a variety of functions regarding the Health Benefits program, including program orientation, claims processing and investigation, benefit determination and adjudication, and other related matters.

**EXAMPLES OF DUTIES**

Review plan documents and benefit summaries for accuracy and completeness;

resolve escalated claim issues including drafting member correspondence, appearing in small claims court and binding arbitration;

organize and manage business meetings;

interpret present coverage of members enrolled in health benefits;

maintain contact with members enrolled in benefits, and respond to questions pertaining to benefits and claim procedures;

prepare and disseminate correspondence and memoranda as needed pertaining to various health insurance issues;

supervise direct reporting staff according to overall office policy;

monitor staff performance including performance reviews;

assist in other areas of insurance offered by SISC (Self-Insured Schools of California);

plan, organize and supervise department projects (e.g. wellness program, communication collaborative).

**QUALIFICATIONS**

Knowledge of:

Modern office practices and procedures;

familiarity with Microsoft office programs;

possess knowledge of and willingness to stay abreast of trends, innovations, and practices in health benefits, claims processing, adjustments, and adjudication procedures.

Ability to:

Proven ability of effective expression in public, in conference, and in written materials;

demonstrated ability to work harmoniously with the staff and administrators, both as a leader and group member.

Experience:

A minimum of five (5) years of general insurance experience, and a minimum of one (1) year as a claims processor or as a manager of claims processing.

Education:

A Bachelor's degree.

Conditions of employment:

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

10/26/15

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