

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISIONS APPROVED MARCH 2012
RANGE: 46.5
CLASSIFIED
CODE: 2**

**EMPLOYEE BENEFITS TECHNICIAN II – SISC
(Self-Insured Schools of California)**

DEFINITION

Under general supervision, to perform responsible and technical functions pertaining to health insurance employee benefits programs;

to provide assistance, counsel and information regarding health insurance coverage in the administration of the employee benefit programs;

and to do other related work as directed.

EXAMPLES OF DUTIES

Make presentations to district personnel regarding assigned products, as needed;

make independent decisions regarding the resolution of enrollment and claims issues for assigned products;

establish plans and group numbers for districts for assigned products;

serve as a liaison to vendors regarding claim problems, issues and concerns confronting members and districts;

perform responsible and technical functions pertaining to health insurance and fringe benefits programs including enrollment, and other related matters;

assist employees and school personnel in the preparation of enrollment applications and in the completion of other employee benefits materials;

assist employees and enrolled dependents with resolution of claims problems and other related matters;

review the enrollment forms and other documents for accuracy and completeness, and maintain the eligibility database;

establish and maintain files and records pertaining to program participation;

maintain an appropriate inventory of employee benefits informational material, claim forms and other related forms and documents;

assist in the preparation of the necessary documentation to change status and terminate employee benefits program participation;

compile statistical data for reports required in the administration of health benefits programs;

prepare correspondence and memoranda for supervisor's review and editing pertaining to various employee benefits related problems.

QUALIFICATIONS

Knowledge of:

Procedures, methods and techniques pertaining to the administration of employee health benefits programs;

legal mandates, policies, regulations and negotiated agreements pertaining to employee benefits programs;
English usage, spelling, grammar and punctuation;
modern office practices and procedures;
standard business machines and automated data management, storage and retrieval equipment.

Ability to:

Perform responsible tasks pertaining to a comprehensive employee benefits program;
effectively and efficiently resolve employee health benefits problems, issues and concerns;
compile fiscal and statistical data for reports and summaries;
perform arithmetical calculations with speed and accuracy;
type at a net corrected speed of 30 words per minute;
communicate effectively in oral and written form;
understand and carry out oral and written directions;
establish and maintain cooperative working relationships;
drive to client districts throughout California;
work over eight (8) hours per day and/or 40 hours per week during peak times of the year, such as open enrollment, as directed by immediate supervisor.

Experience:

Three (3) years of experience involved with accounting and fiscal record management systems, including two (2) years of experience performing specialized functions pertaining to employee benefits programs.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in business office procedures, employee benefits administration, or closely related fields.

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

11/10/15

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