

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISIONS APPROVED MARCH 2012
RANGE: 49.5
CLASSIFIED
CODE: 2,3,7

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

DEFINITION

Under general direction, to perform responsible and technical functions pertaining to an employee benefits program;

to provide assistance, counsel and information regarding employee benefits in the administration of a fringe benefits program;

and to do other related work as directed.

EXAMPLES OF DUTIES

Make independent presentations to large groups to inform current and potential members about the value of the program;

perform responsible and technical functions related to a benefits program;

develop and implement systems and procedures needed to maintain an efficient benefits program;

act as a backup and assist during peak demand periods;

prepare various statistical and written reports and summaries needed in the administration of the program;

provide customer service to member employees and districts;

assist members and school personnel in the preparation and completion of various applications, forms and other materials;

attend and provide input at various vendor service meetings.

QUALIFICATIONS

Knowledge of:

Trends, innovations and practices in employee benefits;

legal mandates, policies and regulations pertaining to employee benefits;

modern office practices and procedures;

software used for spreadsheets, word processing and database maintenance;

English usage, spelling, grammar and punctuation.

Ability to:

Perform responsible tasks pertaining to a fringe benefit program;

communicate effectively in oral and written form;

compile fiscal and statistical data for reports and summaries;

understand and carry out oral and written directions;

travel to meetings and presentations;

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:

Minimum of three (3) years of fringe benefits experience;

minimum of one year of actually working with software used for spreadsheets, word processing and database maintenance.

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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