

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED MAY 2019
SALARY SCHEDULE: #85
RANGE: 18.5
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 1, 6, 8

SUPERVISOR – HEALTH BENEFITS

DEFINITION

Under direction, supervise and manage assigned staff of the self-insured schools of California (SISC) health benefits program.

Manage and oversee the completion of various projects.

EXAMPLES OF DUTIES

Train, supervise, and instruct assigned staff;

assist in the strategy development of daily operations;

perform employee evaluations and reviews of assigned staff for compliance and proper operating procedures;

monitor completion of assigned work and ensure adherence to established standards of assigned staff;

provide information to the coordinator regarding department operational needs;

respond to inquiries regarding operations as needed;

prepare reports and correspondence;

prepare and provide in-service training to member districts;

attend and participate in monthly Board meetings;

work with vendors to resolve problems and develop new programs;

independently plan and successfully complete projects that vary in size from small to large;

take the lead on managing projects that involve other staff;

take input from member districts and work on ways to better meet their needs.

QUALIFICATIONS

Knowledge of:

Standards, practices and issues related to the health benefit industry;

rules and guidelines related to the administration of health benefit plan billing and eligibility administration;

California and federal statutes, codes, laws, and regulations pertaining to the administration of a health benefit plan;

office procedures, methods and technology including databases, software, spreadsheets, and processing systems;

COBRA and Cal COBRA rules, regulations, and guidelines; report preparation and presentation methods and technique eligibility and billing procedures;

generally accepted personnel practices and procedures;

English usage, spelling, grammar and punctuation;

office procedures, methods and technology including databases, software, spreadsheets, and processing systems.

Ability to:

Maintain cooperative relations with department and district personnel;

communicate effectively in oral and written form;

establish and analyze relevant data, bring escalated operations issues to equitable conclusions;

supervise assigned staff;

analyze problems and select an effective course of action;

work effectively with related computer applications;

effectively resolve billing and eligibility problems, issues and concerns;

perform arithmetical calculations with speed and accuracy;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

A minimum of three (3) years of significant, directly related and progressively responsible experience.

Education:

Bachelor's degree from an accredited college or university preferred.

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 is overtime exempt and has a probationary period of one year.

CP: rn

5/9/19

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