

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISIONS APPROVED JULY 2020
RANGE: 55.0
CLASSIFIED – OVERTIME EXEMPT
CODE: 2, 6**

**SISC ACCOUNT MANAGER
(Self Insured Schools of California)**

DEFINITION

Under minimal direction, to perform responsible and technical functions pertaining to the 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

Perform a variety of functions regarding the schools employee fringe benefit program, including program orientation, enrollment, and other related matters;

develop and maintain favorable relationships with member school districts;

work independently with school district administrators and employee bargaining representatives to develop benefit packages that fit district financial resources and meet employee needs;

prepare benefit comparisons to assist school district administrators and employee bargaining representatives in making collective bargaining decisions;

make independent presentations of medical benefits material to large groups of employees to educate the members on how to use the medical benefits;

meet independently with prospective member school districts to familiarize them with the value of the program as well as the products and services available;

provide customer service regarding medical benefits to employees, providers and vendors to address current issues and diminish future problems;

participate in meetings to discuss problems with and resolutions to medical benefit issues and concerns;

under direction, lead in the management of various projects and in the development and implementation of new programs;

keep districts apprised of the latest laws and guidelines related to health benefits;

assist employees and school personnel in the preparation of various forms and in the completion of other employee benefits materials;

serve as a liaison to insurance carriers regarding claim problems, issues and concerns confronting employee participants;

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

QUALIFICATIONS

Knowledge of:

Trends, innovations and practices in health benefits;

modern office practices and procedures, word processing and spreadsheet software.

Ability to:

Effectively express oneself in public, in conference and in written materials;

work harmoniously with staff and administrators, both as a leader and group member;

exhibit an energetic and vital personality;

maintain positive emotions in the face of difficult situations;

use consultative skills to uncover needs and collaborate with school administrators and labor groups to resolve problems;

analyze benefit options, costs and budgets to come up with viable offerings for each unique situation;

think strategically and develop long-term solutions;

drive to meet with member districts throughout California.

Experience:

Minimum of three (3) years of experience in a position where one of the primary responsibilities was communicating and explaining health plan benefits to employees and/or clients.

Minimum of one (1) year making presentations to groups of employees and/or clients.

One (1) year of experience in a position with account management duties preferred.

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.

Bachelor's Degree 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 six months.

RT: rn

7/21/2020

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