

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED DECEMBER 2020
RANGE: 46.5
CLASSIFIED
CODE: 1

EMPLOYEE BENEFITS SPECIALIST

DEFINITION

Under general supervision, perform a variety of specialized and highly complex technical duties in support of county office employee benefit programs including but not limited to, enrolling and orienting employees regarding benefit programs, paying insurance carriers and plan administrators for coverage, and processing tax shelter accounts. Prepare, maintain and evaluate related manual and automated records, forms and reports; benefits and related information; serve as a technical resource and liaison to county office employees and retirees concerning employee benefits and related policies and procedures.

EXAMPLES OF DUTIES

Serve as a technical resource and provide consultation to county office employees, Human Resources staff, prospective employees and retirees concerning employee benefits, and related functions; respond to inquiries and provide detailed and technical information concerning related laws, codes, rules, regulations, policies and procedures;

assist county office administration in the development and maintenance of technical data systems, reports, confidential queries, and information utilized by the county office negotiation team; work with department administrators for the purposes of preparing tentative bargaining unit agreements in support of proposed benefits for negotiations;

communicate with county office personnel and various outside agencies to exchange information, coordinate activities including but not limited to, Benefit Vendor Fair, Open Enrollment for Health Benefits, and Financial Planning and Education Events;

resolve issues or concerns; maintain confidentiality of sensitive and privileged information;

compile and analyze a variety of benefits and personnel information; prepare and maintain a variety of spreadsheets, records, reports and files related to benefit programs, forms, billing, personnel, financial activity and assigned duties; compose, proofread and distribute correspondence;

compose and distribute a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda, and other materials; duplicate and distribute a variety of materials; prepare and disseminate bulk mailings as directed; process and evaluate various forms and applications;

conduct training sessions and other staff development activities as assigned; prepare and deliver oral presentations; prepare, develop and distribute related training and support materials; assist in coordinating meetings, committees and special events as assigned;

establish timelines, process, verify and evaluate enrollment, insurance and other forms for various employee benefit programs; enroll employees in county office employee benefit programs according to established standards, practices, requirements and procedures;

input and update employee records and a variety of other data into an assigned computer system; establish and maintain various automated records and files; initiate queries and generate a variety of computerized reports; ensure accuracy of input and output data; receive and verify information from Human Resources and Payroll Departments, and make necessary changes;

maintain various financial records as assigned; assist in compiling budget data and prepare related journal entries; collect and process premiums as directed;

perform a variety of specialized duties, serve as a technical resource and provide consultation in support of county office employee and retiree benefit programs;
maintain current employee benefit information on county office website;

initiate, receive, route, and respond to inquiries; provide detailed and technical information concerning related laws, codes, rules, regulations, policies and procedures;

process billings for benefit programs; reconcile health insurance billings with county office data, records and files; balance and post income and expenditures to appropriate accounts; resolve billing discrepancies and conflicts with providers, personnel and retirees as necessary;

exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy;

keyboard at an acceptable rate to complete reports and correspondence required by the position;

maintain a safe work environment;

operate a variety of office equipment, including but not limited to a computer and assigned software applications;

work collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program;

drive a vehicle to conduct work, using own transportation;

travel may be required for training within California;

perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Bargaining unit contracts;

employee benefits products and insurance programs;

mathematic computations;

methods, procedures and terminology used in benefits administration;

record-keeping and report preparation techniques;

proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication;

operation of a variety of office equipment, including but not limited to a computer and assigned software applications.

Ability to:

Compose correspondence and written materials independently;

determine appropriate action within clearly defined guidelines;

make complex decisions in accordance with division policies and procedures;
make mathematical computations with speed and accuracy;
meet schedules and timelines;
analyze and evaluate situations accurately and adopt an effective course of action;
communicate effectively both orally and in writing;
establish and maintain effective and cooperative working relationships with others;
drive a vehicle to conduct work;
interpret, apply, and explain rules, regulations, policies and procedures;
maintain consistent, punctual and regular attendance;
work confidentially and with discretion;
work independently with little direction.

Experience:

Four (4) years increasingly responsible experience in Benefits Administration or Human Resources.

District/county office experience preferred.

Education:

High School Diploma or General Education Degree (GED).

Bachelor's degree in Business Administration or related field 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 has a probationary period of six months or 130 days, whichever is longer, and is a confidential position.

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12/3/2020

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