

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**APPROVED JULY 2023**  
**RANGE: 52.5**  
**CLASSIFIED**  
**CODE: NONE**

### **LEAD EMPLOYEE BENEFIT TECHNICIAN**

#### **DEFINITION**

Under direction, perform responsible, technical, and lead functions pertaining to the employee benefits program. Provide assistance, counsel, and information to participating agencies regarding the benefits program and lead the completion of various technical projects.

#### **EXAMPLES OF DUTIES**

Perform responsible and technical functions related to the benefits program;

successfully complete assigned projects timely, including the implementation of new programs and offerings;

take the lead on projects by setting goals, including appropriate staff, and overseeing all details;

manage the technical and electronic data aspects of new district implementations;

serve as subject matter expert on assigned products and projects, including EDI and discrepancy reports;

review data and compile various statistical reports and summaries needed in the administration of the program;

manage and provide guidance to others in the timely and effective reconciliation of inbound and outbound EDI discrepancy reports;

provide information to the director regarding the status of projects, implementations, and technical needs of the department;

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

manage the relationship with third-party EDI vendors;

prepare correspondence and memorandum as needed;

work with vendor partners to collaboratively resolve problems;

attend and provide input at various vendor service meetings;

take input from various sources on ways to better serve membership;

provide customer service to member employees and districts;

act as a backup and assist other staff during peak demand periods;

perform other various duties as assigned.

#### **QUALIFICATIONS**

##### Knowledge of:

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

standards, practices, and issues related to the health benefits industry;

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

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

legal mandates, policies and regulations pertaining to employee benefits;

English usage, spelling, grammar and punctuation.

Ability to:

skillfully perform responsible lead tasks pertaining to a comprehensive health benefits program;

respond to various inquiries as needed;

prepare fiscally related reports and summaries and concise management reports;

perform arithmetical calculations with speed and accuracy;

communicate effectively in oral and written form;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships.

Experience:

Three (3) years of experience working in an employee health benefits program to include responsible technical functions; OR two (2) years of experience working as an Employee Benefits Technician III for KCSOS.

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.

CP:ac

7/3/2023

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