

**KERN COUNTY SUPERINTENDENT OF SCHOOLS**  
**REVISIONS APPROVED MARCH 2012**  
**RANGE: 43.5**  
**CLASSIFIED**  
**CODE: 4**

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

**DEFINITION**

Under direct supervision, to perform responsible and technical functions pertaining to the health and insurance employee benefits programs;

to provide assistance, counsel and information regarding health insurance coverage in the administration of the employee benefit programs;

to do other related work as directed.

**EXAMPLES OF DUTIES**

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

assist employees and County school personnel in the preparation of enrollment applications and in the completion of other employee benefits materials;

review the enrollment forms and other documents for accuracy and completeness, and forward the material to appropriate carriers;

establish and maintain files and records pertaining to program participation;

serve as a liaison to medical insurance carriers regarding enrollment and eligibility issues for members and districts;

maintain an appropriate inventory of employee benefits informational material, claim forms and other related forms and documents;

prepare or assist in the preparation of the necessary documentation to change status and terminate employee benefits program participation;

verify insurance coverage for various health service agencies and benefit certification programs;

compile statistical data and reports required in the administration of the health benefits programs;

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

perform a variety of specialized clerical functions, such as the preparation of statistical reports and summaries, and in the compilation and development of management related reports.

**QUALIFICATIONS**

*Knowledge of:*

Procedures, methods and techniques pertaining to the administration of employee health benefits insurance programs;

legal mandates, policies, regulations and negotiated agreements pertaining to employee benefits programs;

English usage, spelling, grammar and punctuation;

modern office practices and procedures;

standard business machines and automated data management, storage and retrieval equipment.

Ability to:

Skillfully perform responsible tasks pertaining to a comprehensive employee benefits program;

effectively and efficiently resolve employee health benefits problems, issues and concerns;

prepare fiscal and statistically related reports and summaries;

perform arithmetical calculations with speed and accuracy;

type at a net corrected speed of 40 words per minute; communicate effectively in oral and written form;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

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:

Three (3) years of experience involved with accounting and fiscal record management systems, including one year performing specialized functions pertaining to employee benefits programs.

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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