

**KERN COUNTY SUPERINTENDENT OF SCHOOLS  
REVISED/APPROVED JULY 2019  
RANGE: SALARY SCHEDULE #22  
CLASSIFIED ADMINISTRATIVE – OVERTIME EXEMPT  
CODE: 2, 6, 8**

**COORDINATOR II – SISC UNDERWRITING**

**DEFINITION**

Under direction of the Deputy Executive Officer, assist in the planning, coordination, direction, and administration of technical and specialized services related to the overall operation of the Health Benefits program.

Supervise, manage, and evaluate work performance of assigned staff.

Coordinate daily underwriting and data analysis operations including the comprehensive record keeping of benefit utilization data, benefit analysis and valuation, regulatory and contractual compliance, and other benefit programs.

**EXAMPLES OF DUTIES**

Plan, organize, and administer the daily underwriting and data analysis operations;

provide technical support, assistance and training, and supervise the work of professional, technical and clerical personnel engaged in activities such as, underwriting, utilization reporting, benefit analysis and government reporting;

oversee vendor payment processing;

new business underwriting, prioritization, strategic proposals, special projects and other services;

determine workload, priorities and adjust assignments as needed to meet the established time lines;

plan, design and coordinate administrative procedures to ensure effective and efficient service delivery;

analyze, interpret, and apply State and Federal laws, regulations and established policies to assure compliance of all Health Benefits related matters;

prepare and/or review reports, recommendations and proposals as requested;

plan and conduct administrative studies relative to present and future benefit needs of schools and conduct other studies as directed;

prepare and present written and oral reports and recommendations;

interpret and explain rules, regulations, policies and procedures, collective bargaining agreements, and employee benefits;

oversee, and participate in the preparation of forms and benefit manuals;

communicate through bulletins, reports, emails and other means to inform of program developments, deadlines, and revisions to policies or other health benefits related matters;

maintain current knowledge of technological advances, applicable legislation and reporting requirements;

keep current of changes and trends in health benefits.

## **QUALIFICATIONS**

### Knowledge of:

Principles, methods, practices and procedures concerning data analysis reporting systems;

underwriting analysis and evaluation methodologies used for renewals and writing new groups;

computers and related software applications, specifically spreadsheet calculations and database management;

statistical analysis methods used in forecasting future costs and risks;

mathematical problem solving and actuarial methods.

### Ability to:

Analyze with intense professional curiosity and drive to continuously improve;

effectively interpret and apply appropriate laws, codes, rules, and regulations;

make decisions in accordance with laws, regulations, and established administrative procedures;

formulate and execute decisions involving complex issues;

organize, prepare, and summarize data for presentations and reports;

read, analyze, and interpret statutes, policies, regulations, negotiated agreements and legal opinions and advise management of their interpretation and impact on operations;

analyze and make innovative recommendations/options to meet client needs;

independently perform highly responsible and technical underwriting, data analysis and fiscal record management and reporting functions;

prepare fiscal, statistical and narrative reports in a clear and concise manner;

influence decision-making and interact with all levels including senior management, board of directors and school district administrators;

communicate effectively, both orally and in writing in a professional and tactful manner;

establish and maintain effective working relationships with others.

### Experience and education:

Bachelor's degree with a formal training in Mathematics, Finance, Business Administration, or related fields required.

At least five years of underwriting and/or data analysis experience is required.

### 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.

TS: rn

8/13/19

G:\Coordinator II – SISC Underwriting.doc