

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/ APPROVED JULY 2020
RANGE: 49.5
CLASSIFIED – OVERTIME EXEMPT
CODE: 1, 2, 6

FLEXIBLE SPENDING ACCOUNT FSA SPECIALIST III – SISC
(Self-Insured Schools of California)

DEFINITION

Under direction to perform responsible and technical functions pertaining to the Flexible Spending Account (FSA) benefits programs;

provide assistance, counsel and information regarding FSA coverage including program orientation, claims processing and investigation, benefit determination and adjudication and other related matters as directed.

EXAMPLES OF DUTIES

Customarily and regularly exercise discretion and independent judgment in all aspects of the FSA program;

execute under only general supervision special assignments and tasks;

make independent assessments and decisions to maintain FSA data systems, operations and integrity, including security of files and records;

independently perform responsible and technical functions pertaining to the FSA benefits program;

perform under only general supervision along specialized or technical lines requiring special training, experience, or knowledge;

supervise, train, and advise FSA Specialists I and II with plan compliance, unusual or difficult claims adjudication cases, and general plan operations;

review laws and regulations pertaining to IRC 125 Flexible Spending Accounts and keep supervisor and staff apprised of current issues and guidelines;

develop and review correspondence, forms, and other documents to ensure accuracy and compliance;

prepare statistical reports and summaries for use in the compilation and development of management related reports;

make independent presentations regarding IRC 125 flexible spending accounts, and sometimes health benefits materials, to school district employees, administrators and employee bargaining representatives;

provide customer service regarding flexible spending accounts to employees, district administrators, providers, and vendors to address current issues and diminish future problems;

assist employees and school personnel in the preparation and completion of new district set-up documents, enrollment applications, and other FSA related program requirements.

QUALIFICATIONS

Knowledge of:

Willingness to stay abreast of trends, Federal and State laws and regulations, innovations and practices connected with FSA's, claims processing, adjustments and adjudication procedures;

modern office practices and procedures;

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

Ability to:

Have the proven ability of effective expression in public, in conference and in written materials.

Have demonstrated ability to work harmoniously with the staff and administrators, both as a leader and group member.

exhibit an energetic and vital personality;

maintain possession of good health and emotional stability are essential.

Experience:

Minimum of three (3) years of experience working with FSA accounts, or related experience in claims processing, human resources or health benefits.

Minimum of two (2) years of experience involved with accounting and fiscal record management systems.

Minimum of one year working in a lead capacity, or experience with computer software troubleshooting.

Education:

Equivalent to the completion of the twelfth grade supplemented by coursework and training in business office practices, FSA 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 is overtime exempt and has a probationary period of six months.

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7/20/2020

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