

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED JULY 2023
SALARY SCHEDULE: #85
RANGE: 20.0
CLASSIFIED MANAGEMENT – OVERTIME EXEMPT
CODE: 1,6,8**

MANAGER – HEALTH BENEFITS

DEFINITION

Under direction of the Director, the Manager – Health Benefits will oversee a variety of services and projects related to the operation of the SISC III health benefit programs ensuring the delivery of health benefits related services are timely and within budget while also providing quality assurance and adherence to the SISC/public school culture.

EXAMPLES OF DUTIES

Plan, organize, administer, and participate in the operation of the SISC III programs;

assist in the strategy development of daily operations;

provide technical support, assistance, and training, to assigned staff.

supervise, train, and evaluate assigned classified employees;

monitor completion of assigned work and ensure adherence to established standards of assigned staff;

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

review and evaluate personnel work methods and operations and recommend proposals for improvements;

independently plan and successfully complete projects that vary in size from small to large;

take the lead on managing projects that involve other staff;

respond to inquiries regarding operations as needed; prepare reports and correspondence;

seek opportunities for and participate in staff development;

monitor functionality and use of existing programs and make recommendations to enhance the services provided to member districts;

communicate and facilitate changes in processes and systems.

prepare and provide in-service training resources for member districts; attend and participate in monthly Board meetings;

work with vendors to resolve problems and develop new programs;

take input from member districts and work on ways to better meet their needs.

MINIMUM QUALIFICATIONS

Knowledge of:

Standards, practices and issues related to the health benefit industry;

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

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

COBRA and Cal COBRA rules, regulations, and guidelines; report preparation and presentation methods and techniques;

generally accepted personnel practices and procedures;

English usage, spelling, grammar and punctuation;

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

report preparation and presentation methods and techniques.

Ability to:

Understand current business processes and systems and how they affect and contribute to the goals of the SISC program;

communicate effectively in oral and written form;

establish and analyze relevant data, bring escalated operations issues to equitable conclusions;

provide current, direct, complete and actionable feedback to others;

analyze problems and select an effective course of action;

work effectively with related computer applications;

effectively resolve billing and eligibility problems, issues and concerns;

perform arithmetical calculations with speed and accuracy;

establish and maintain cooperative working relationships;

learn quickly, remain calm and resilient under pressure, adapt to a rapidly changing environment and demonstrate a sense of urgency;

understand each of the stakeholders areas of responsibility, interdependencies, and the impact a project can have on each of the areas;

plan, organize, monitor and control projects with multiple steps to ensure resources are utilized efficiently from start to timely and successful completion;

proactively intervene, as needed, to ensure program deliverables are completed;

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

make effective oral and visual presentations and prepare memos and other communication material.

Experience:

A minimum of three (3) years of increasingly responsible experience working in Health Benefits Administration.

Two (2) years of supervisory experience.

Education:

Bachelor's degree from an accredited college or university 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 is overtime exempt and has a probationary period of one year.

CP: ac

7/3/2023

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