

KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED DECEMBER 2023
RANGE: 46.5
CLASSIFIED
CODE: 2

ELECTRONIC DATA TECHNICIAN- SISC

DEFINITION

To plan, organize, and participate in responsible and technical data management, analysis, and reporting functions; to perform specialized analysis related to the data enrollment into programs administered by the Self-Insured Schools of California Joint Powers Authorities.

EXAMPLES OF DUTIES

Assist in the loading of Electronic Data Interchange (EDI) files related to new and existing membership;

develop and maintain the infrastructure necessary to make EDI processing highly efficient;

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

analyze data to review for patterns, discrepancies, and errors;

resolve data discrepancies for both inbound and outbound EDI files;

effectively communicate EDI discrepancies with the appropriate staff and maintain documentation for correction and prevention of future EDI errors;

develop and maintain procedures for EDI discrepancy reports;

communicate EDI principles and issues effectively to staff, carriers, districts, and third-party vendors;

work closely with vendors and staff members to develop insight into the electronic enrollment process and needs of SISC membership;

proactively provide feedback and support to EDI subject matter expert;

support the relationship with third-party EDI vendors;

compile statistical data and reports required in the employee benefits programs;

perform complex and technical fiscal audit functions related to the SISC Health Benefits program;

operate a computer terminal to input and extract data from an automated information management, storage, and retrieval system;

assist in development of electronic record management procedures to avoid redundancy;

make independent decisions regarding the resolution of electronic data issues;

timely and effective reconciliation of inbound and outbound EDI discrepancy reports;

assist staff and school personnel in the preparation EDI enrollment;

review enrollment forms and other documents for accuracy and completeness, and maintain the eligibility database;

compile statistical data for reports required in the administration of health benefits programs;
take input from various sources on ways to better serve membership;
prepare correspondence and memorandum as needed;
work with vendor partners to collaboratively resolve problems;
attend and provide input at various vendor service meetings;
provide customer service to member employees and districts;
act as a backup and assist other staff during peak demand periods;
understand and carry out oral and written directions;
establish and maintain cooperative working relationships;
perform other various duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles, methods, practices and procedures concerning EDI files and reporting systems;

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

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

communicate effectively in oral and written form;

English usage, spelling, grammar and punctuation;

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

modern office practices and procedures;

strong analytical ability with intense professional curiosity and drive to continuously improve;

strong decision-making, organizational, and problem-solving skills;

strong interpersonal and communication skills needed to effectively interact with staff, team members and others in a professional and tactful manner.

Ability to:

Independently perform highly responsible and technical EDI and record management and reporting functions;

understand and carry out oral and written directions with minimal direction;

influence decision-making and interact with all levels including senior management;

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:

2 years of responsible experience working with electronic data files, and the storage, retrieval, and processing of large datasets.

Experience with public entities and/or employee benefits is desirable.

Education:

Graduation from a four-year college or university 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 has a probationary period of six months or 130 days, whichever is longer.

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12/08/2023

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