

EL CAMINO COMMUNITY COLLEGE DISTRICT

CLASS TITLE: BENEFITS SPECIALIST

CONFIDENTIAL STATUS: This is a confidential position as defined in the Government Code, Section 3540.1. "Confidential employee" means any employee who, in the regular course of his or her duties, has access to, or possesses information relating to, his or her employer's employer-employee relations.

BASIC FUNCTION:

Under the direction of the Director of Human Resources, administer the employee benefits program including health, dental, vision, life insurance, Tax Shelter Annuities, Section 125 - Reimbursement Program, open enrollment processing, and COBRA.

REPRESENTATIVE DUTIES:

Administer employee benefits including health, dental, vision, life insurance, Tax Sheltered Annuities, Section 125 - Reimbursement Accounts, and COBRA program.

Administer the open enrollment procedures and correspondence with carriers and administrators with the plan.

Conduct pre-retirement benefits counseling and benefit orientations for new employees. Answer questions and resolve problems relating to employee health and welfare benefits. Facilitate the set-up of employee benefit selections and assure that eligibility criteria is met and applications for and/or enrollment in benefits has been completed. Conduct exit interviews for terminating and retiring employees for transition of benefit options.

Consult with employees and their families regarding death claims.

Provide direct payment information for employees who are on an unpaid leave of absence.

Coordinate communication with other District departments and personnel, insurance companies, health organizations and governmental agencies; maintain communication with retired employees regarding benefits; prepare correspondence or receive and make telephone calls to obtain, verify and provide information as necessary.

Provide information and assistance in person or on the telephone to District employees.

Coordinate the District's Insurance Benefits Committee meetings and serve as the administrative liaison with the District's benefits brokers and insurance carriers.

Prepare and maintain a variety of records, files and reports related to District benefits.

Prepare negotiation and grievance materials for employee bargaining units regarding District benefits.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Employee benefit and insurance programs and procedures.

Payroll functions and processing

Policies and laws necessary to process benefit-related documents.

Modern office practices, procedures and equipment.

Laws, rules and regulations related to assigned activities.

Demonstrate interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Record-keeping techniques.

Telephone techniques and etiquette.

Human Resources Systems and general software applications and operations of a computer, including word processing and database or spreadsheet software application programs.

ABILITY TO:

Quickly learn the campus organization and applicable operations, policies and procedures.

Administer the employee benefits program for the District.

Provide a variety of technical information and assistance to employees regarding benefits programs.

Perform responsible secretarial and clerical work with speed and accuracy.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Understand and follow oral and written directions.

Operate a variety of office equipment including a computer terminal.

Work independently with little direction.

Maintain complex records and prepare reports.

Utilize appropriate software to facilitate duties of the position.

Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by courses in insurance or a related field, and four years increasingly responsible experience in comprehensive benefits administration, or related field.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

Dexterity of hands and fingers to operate a keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting for extended periods of time.

Seeing to read a variety of materials.

High volume telephone usage.

May be exposed to hostile or confrontational situations when explaining or implementing departmental or campus policies, procedures, or state and federal laws.