

## IMPERIAL COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: BENEFITS SPECIALIST

#### BASIC FUNCTION:

Under the direction of the Chief Human Resources Officer (CHRO), perform a variety of complex duties in the administration of the District's employee benefits; administer state and federal benefits programs; perform administrative duties related to workers' compensation, return-to-work, accommodations, ergonomic assessments, and related programs; track and monitor employee's leaves of absence including FMLA. Perform specialized Human Resources functional activities including: assisting with recruitment and screening; assisting with employee professional development planning and coordination; and as the back-up for Payroll processing. Prepares, processes, and maintains related data, documents, and reports in accordance with all applicable District, State, and Federal provisions.

#### REPRESENTATIVE DUTIES:

*The following duties are typical for this classification.*

Determine eligibility of active and retired employees and their dependents for a variety of insurance plans; explain benefits to employees; collect premium payments for insurance from employees; assist employees in resolving insurance claims; advise representatives or beneficiaries of deceased active or retired employees regarding insurance continuation, claim forms and release of final warrant. *E*

Develop written communications to notify employees of insurance enrollment periods; distribute enrollment materials, identification cards and insurance information; prepare routine correspondence to employees regarding insurance eligibility and coverage; advise District staff of changes and updates to benefits coverage and materials for distribution to newly hired staff. *E*

Compile statistical information regarding a variety of insurance rates, benefits and costs; attend informational meetings as required; maintain direct contact and meet with insurance carriers and agents regarding rate renewals, contract changes and administration of contracts. *E*

Maintain billing records for a variety of voluntary payroll deduction insurance plans and TSA accounts; implement employee payroll deductions for voluntary plans as requested including District paid benefits; review and balance billings for District paid benefits and voluntary plans; post related data into appropriate software program. *E*

Prepare monthly claims analysis; review and balance billings and files with insurance providers; assist in resolving claims problems for employees. *E*

Assist with payment of unemployment insurance and workers' compensation taxes in a timely manner. *E*

Work with agents regarding open enrollments as they become due; notify employees in writing of open enrollment periods and distribute related materials. *E*

Provide assistance to employees regarding tax sheltered annuities; assist as necessary the implementation of employee payroll deductions for annuities as requested; assemble earnings data from payroll records for insurance agencies; conduct reconciliation and payment of employee contributions on monthly company billings. *E*

Maintain billing records for a variety of voluntary payroll deduction insurance plans; supervise reconciliation and payment of employee contributions. *E*

Provide periodic employee orientation at colleges and the district office; update employee benefit information packets as necessary to incorporate newly negotiated benefits or benefit contractual changes. *E*

Serve as the alternate representative to the appropriate insurance administrator in the absence of the authorized representative; serve as a contributing member and resource for the Health and Welfare committee; assist in compiling information, developing agenda and presentation of written and oral material to the committee. *E*

Perform a variety of personnel and clerical duties related to workers' compensation claims. *E*

Perform workers' compensation, return-to-work and related programs case management duties; provide information to employees regarding workers' compensation benefits; participate in accident investigations of reported employee injuries. *E*

Prepare and file workers' compensation claims; prepare statistical analysis of workers; compensation claims experience as requested; perform follow-ups on workers' compensation claims as necessary. *E*

Maintains all employee leaves of absence (LOA) files, and submits absence reports to the appropriate employee/supervisor, Worker's Compensation carrier, etc.). Maintains files of all confidential medical records, excluding onboarding documents, and coordinates all return-to-work (RTW) programs or work restrictions /requests for accommodations with the employee and supervisor(s). Makes recommendations related to LOA risks and costs, worker safety, RTW plan efficiencies and overall program effectiveness. *E*

Assists employees with ergonomic assessments. Coordinates with departments in implementing ergonomic recommendations and providing ergonomic work stations for employees. *E*

Serve as a contributing member and resource for the Professional Development Committee. Assist with coordinating professional development activities for employees. *E*

Assist as back-up to payroll processing as required. *E*

Provide assistance to HR staff in the recruitment and screening process as needed.

Assists in conducting a variety of employment-related research; compile data and compose correspondence and reports. Assist with special projects, provides clerical support to overall administration of Human Resources function.

Performs related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **Knowledge of:**

- Health, dental, vision, life, employee assistance, and disability plans.
- District policies regarding employee and retiree benefits.
- Laws, rules, regulations relating to assigned activities including benefits, FMLA, COBRA, short and long term disability, workers' compensation, and retirement.
- American Disabilities Act and accommodation process.
- Basic math computations
- Interpersonal skills such as tact, patience and courtesy.
- Operation of a computer and assigned software.
- Record-keeping techniques.
- Oral and written communication skills.
- Modern human resources office functions, practices, and procedures.
- HRIS and payroll systems.

### **Ability to:**

- Effectively use time management principals and balance competing priorities.
- Take initiative and exercise appropriate discretion.
- Learn, interpret and apply rules, regulations and policies regarding human resources.
- Learn and comprehend insurance plans.
- Operate a computer to enter data, maintain records, and generate reports.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- To complete assignments within specified deadlines accurately and efficiently.
- Work confidentially with discretion.
- Develop methods of efficient data collection and reporting.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: two years of college level coursework in human resources management, public administration or related field and two years of increasingly responsible clerical experience involving public contact, records maintenance, spreadsheet and database knowledge along with experience with HRIS system development and maintenance.

Prefer an associate's degree combined with a Human Resources certification (PHR or SPHR) and two years of experience in a human resources environment.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table, or in meetings of various configurations.     |
| <u>1</u> | b. | Ability to stand for extended periods of time.   |
| <u>4</u> | c. | Ability to sit for extended periods of time.   |
| <u>4</u> | d. | Ability to see for the purpose of reading printed matter.                                  |
| <u>3</u> | e. | Ability to hear and understand speech at normal levels.                                    |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | g. | Ability to bend and twist.   |
| <u>2</u> | h. | Ability to lift <u>10</u> pounds.  |
| <u>2</u> | I. | Ability to carry <u>10</u> pounds.   |
| <u>4</u> | j. | Ability to operate office equipment, computer, or related peripherals.                     |
| <u>1</u> | k. | Ability to reach in all directions.  |

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*