



EMPLOYEE BENEFITS SPECIALIST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	62	07/01/2017	Classified	1 of 3

DEFINITION

To coordinate the day-to-day administration of districtwide employee and retiree health and welfare benefits program.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to other assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Coordinates the day-to-day administration of districtwide employee and retiree health and welfare benefits program.
- Processes employee benefit actions for districtwide classified, management and academic staff.
- Processes health benefit enrollments and qualifying event changes and all benefit related documents.
- Acts as a key resource for employee benefit related processes and questions.
- Resolves issues on eligibility, claims and terminations.
- Processes employee deductions and billing; works with outside vendors.
- Reviews and processes Social Security documents for current employees and retirees.
- Oversees and processes District tax sheltered annuity (TSA) programs.
- Audits and reconciles all premium carriers billing; prepares requisitions for payments and corresponds with insurance carriers.
- Audits all benefits paperwork for proper completion and supporting documentation; verifies employee eligibility.
- Partners with District campuses and various benefit providers to furnish and/or obtain information on employee related benefit matters.
- Performs set-up and manages cash-in-lieu-of benefit stipends.
- Provides information to employees regarding benefit plans during open enrollment, pre-retirement and as otherwise needed.
- Conducts meetings with terminating, retiring or benefit eligible employees and/or their dependents to inform them of their right to continue insurance.
- Coordinates with the District Human Resources Department to develop processes related to benefits; resolves discrepancies and employee benefit complaints and escalations.
- Provides customer service pertaining to benefit issues; interprets and explains relevant laws, regulations, contract rules and/or policies.
- Provides direction and assistance to the payroll staff on input and auditing procedures.
- Maintains detailed and accurate benefit records and files.



EMPLOYEE BENEFITS SPECIALIST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	62	07/01/2017	Classified	2 of 3

- Runs routine and specialized queries on financial and statistical data; conducts analysis and prepares reports on relevant benefit information.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Relevant federal, state and local laws governing benefits, including the California Education Code.
- Enterprise Resource Planning (ERP) Systems.
- Modern software applications (Microsoft Office Suite, payroll related systems, etc.).
- Processes for handling, processing and posting payroll.
- Basic accounting processes and statistical payroll analyses.
- Time and attendance in the workplace.
- Union collective bargaining agreements.
- State Teachers' Retirement System (STRS) and Public Employees' Retirement System (PERS) laws and regulations.

Skill/Ability to:

- Coordinate benefit programs for a community college district.
- Keyboard with accuracy.
- Communicate effectively, both orally and in writing.
- Resolve problems and demonstrate good client/customer service skills.
- Apply industry-standard payroll principles and procedures in the work performed.
- Research and analyze data and draw sound conclusions.
- Prepare clear, complete and concise reports.
- Interpret, apply and explain District rules and regulations.
- Perform mathematical calculations accurately.
- Understand and carry out both oral and written instructions in an independent manner.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Two (2) years of experience in employee benefits processing.



EMPLOYEE BENEFITS SPECIALIST

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Clerical/Secretarial	PEU Local 1	62	07/01/2017	Classified	3 of 3

EDUCATION/LICENSE OR CERTIFICATE

- Possession of an Associate degree from an accredited college with course work in business, accounting, finance, or a related field, or the equivalent.

Adopted: 07/01/17