PALOMAR COMMUNITY COLLEGE DISTRICT

BENEFITS SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To coordinate and implement the benefits insurance program for employees and retirees; to provide information and assistance to College personnel, new and covered individuals, medical and legal professionals and insurance vendors regarding benefit-related matters; and to perform a variety of technical duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Manager, Human Resource Services.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Determine initial and/or continuing eligibility and effective dates for medical, dental, vision and life insurance and disability, long-term care and IRC Section 125 optional plans according to policies and provisions.

2. Determine coverage for all benefit plan participants including employees, retirees, COBRA qualifiers and eligible dependents; inform all participants of medical and/or fringe benefits coverage and changes.

3. Maintain current insurance files on all eligible employees; prepare and process payments to all insurance companies; monitor enrollment, terminations and changes in dependent coverage and changes.

4. Set up, reconcile, and pay COBRA premiums; receive and process payments from COBRA participants.

5. Serve as liaison between plan participants and insurance representatives to assist with problem resolution and special needs.

6. Coordinate worker's compensation, long term disability and Accumulation Program for Part-Time and Limited-Service Employees (APPLE) program/retirement plan with appropriate agencies; administer related procedures.

7. Monitor refund distribution requests for (APPLE) program/retirement program; check eligibility for requests and employment status.
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8. Receive, review and respond to medical child support orders.

9. Process employee applications for participation in 403(b) and/or 457(b) retirement savings programs. Input data into PeopleSoft and act as liaison between employees and Fringe Benefits Consortium personnel to resolve any outstanding issues.

10. Process new enrollment and change forms, prepare life insurance certificates, file life insurance claims and coordinate claim settlement and final warrant payment with beneficiary.

11. File worker's compensation injury reports; notify injured employees of rights; respond to treatment provider requests for authorization to evaluate employee status; give authorizations and make referrals.

12. Develop, maintain and update computer database to prepare reports, logs and general benefits information; use computer to compile and extract data for internal and insurance carrier requested reports.

13. Schedule and conduct new employee orientations; inform new employees of fringe benefits and policies and related deadlines within District.

14. Maintain the Benefits section of the Human Resources website; update and post benefits information and related forms.

15. Perform a variety of general clerical duties and operate office equipment including multi-line telephone, typewriter, computer, copier and printer.

16. Provide general information on District policies and procedures, worker's compensation and employee benefit information.

17. Attend monthly meetings of the Benefits Committee as an ex-officio member and record meeting minutes.

18. Attend monthly meetings of the Safety and Security committee as an ex-officio member and report on worker's compensation issues.

Marginal Functions:

1. Develop and maintain a variety of statistical records and files.

2. Supervise open enrollment workshops and events.

3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

1. Principles and procedures of human resources and employee benefits administration.
2. College policies and procedures related to employee benefits and insurance programs.
3. Principles and procedures of recordkeeping.
4. Modern office procedures, methods and equipment including computers and applicable software applications.
5. Principles and procedures of sound business communication within a college environment, including business letter writing and basic report preparation.
6. Correct English usage, including spelling, grammar and punctuation.
7. Local, state, and federal laws, codes and regulations, including terminology and processes applicable to assigned areas of responsibility.

**Ability to:**

1. Coordinate and implement the benefits insurance program for employees and retirees.
3. Serve as liaison between benefit plan participants and insurance representatives.
4. Operate office equipment including computers and applications for word processing, database management, and webpage maintenance.
5. Prepare clear and concise reports.
7. Type at a speed necessary for successful job performance.
8. Respond to requests and inquiries from employees.
9. Communicate clearly and concisely, both orally and in writing.
10. Establish and maintain cooperative working relationships with those contacted in the course of work.
11. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Three years of increasingly responsible employee benefits administration experience.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in human resource management, business administration or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to computer screens.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard.