

YUBA COMMUNITY COLLEGE DISTRICT

POSITION TITLE: EMPLOYEE BENEFITS SPECIALIST
AUTHORIZED POSITION: CLASSIFIED
ASSIGNMENT LOCATION: DISTRICT OFFICE

BASIC FUNCTION: Under the direction of the Chief Human Resources Officer, this position is responsible for administering the District's health and welfare insurance programs for active employees and retirees. Employee benefits include medical, dental, vision, life insurance, Section 125-Flex Spending Accounts, catastrophic illness/injury leave, ADA, Employee Assistance Program, in addition this position may handle employee leave plans. Incumbent will also be responsible for the implementation, coordinating and management of the Affordable Care Act and AB 1522 and serve as the lead contact.

REPRESENTATIVE DUTIES:

Plans, organizes and directs the activities related to group health, group life, dental, vision, flexible fringe benefits. (E)

Coordinates training of district office and school based personnel in the understanding and utilization of employee benefits information. (E)

Develops and projects premium deduction schedules on a yearly basis for the purpose of reduction/deductions for yearly premium remittance to all benefit plan companies. (E)

Develops and maintains a system of procedures to administer the employee fringe benefits program. (E)

Acts as a liaison between all health plan representatives and employee benefits. (E)

Responds to and provides information and assistance, in person, via the telephone, or through written communication to District personnel and the general public regarding the more complex, non-routine inquiries regarding departmental policies, procedures and benefits. (E)

Administers employee benefits including medical, dental, vision, life insurance, Section 125-Flex Spending Accounts, catastrophic illness/injury leave, ADA, Employee Assistance Program. (E)

Administers the annual open enrollment information sessions and open enrollment periods for health, dental, and all cafeteria plans. (E)

Coordinates communications, workshops and events with other District departments and personnel, insurance companies, health organizations and governmental agencies; maintains communications with retired employees regarding benefits; receives and prepares correspondence to obtain, verify, and provide information as required. (E)

Plans, updates and facilitates the benefits portion of the New Hire Orientation. (E)

Plans, organizes and performs a variety of complex environmental health and safety duties; provides ongoing support of the Injury & Illness Prevention Program. (E)

Processes and documents all workers compensation claims in a timely manner, ensuring compliance with relevant policies and procedures. (E)

Maintains worker's compensation files and reports for the District. (E)

Works directly with the Worker's Compensation carrier, Keenan and Associates, to ensure compliance with all workers compensation program requirements. (E)

Analyzes and coordinates all claims with the colleges and third party administrators. Facilitates professional development for managers and supervisors of the district's workers compensation and risk management platform. (E)

Deliver provisions of workers compensation benefits for the purpose of ensuring services are appropriately provided, costs are at a reasonable level, and employees are returned to productive work activity as soon as possible. (E)

Coordinates and monitors the Workers' Compensation and First Aid programs for the District; participates in discussions regarding claims including consultations with employees, management, and providers; prepares statistical reports for Department of Labor, OSHA and the District. (E)

Coordinates and monitors industrial accident leave ensuring compliance with relevant laws, rules, and regulations. (E)

Develops operating procedures for effective processing and controlling of benefits programs; maintains data on costs and provides assistance in maintaining cost effective benefits programs; analyzes and monitors informational and budget data and prepares reports as required. (E)

Conducts exit interview for terminating and retiring employees for transition of benefit options. (E)

Designs benefit informational brochures; develops and conducts benefit informational programs, employee orientations, and retiree benefit plan updates. (E)

Consults with retirees and employees and their families regarding retirement benefit continuation and provides survivor assistance. (E)

Conducts employee desk audits for accommodations review analysis; advises departments on modifications for employee accommodation assignments. (E)

Interpret benefit sections in all bargaining unit contracts and determine eligibility. (E)

Prepares confidential correspondence and maintains a variety of confidential files and employee records. (E)

Maintains and updates the benefits information on the District's website. (E)

Serves on the Safety Committee and compiles and presents reports on employee accidents and injuries; may assist with safety compliance issues. (E)

Prepares and develops communication and educational materials regarding the benefits package for all the insured employees. (E)

Reviews performance agreements with the flexible benefit plan administrator and participating as the client performance team member. (E)

Prepares the monthly reconciliation of health plan eligibility reports. Collaborate with payroll to ensure benefit deductions are timely and accurate. (E)

Serves on TCSIG's EBAC bi-monthly insurance meetings. (E)

Serves as the school district's main contact with insurance carriers for employee enrollment and eligibility management. (E)

Attends staff and committee meetings as required and serves on a variety of District committees as requested.

Performs related work as required.

KNOWLEDGE OF:

District policies, rules and procedures;

Supervisory and managerial concepts and practices;

Laws and ordinances pertaining to health and welfare benefit programs;

Employee health and welfare benefits, plans, and programs; safety programs; workers' compensation programs and OSHA reporting requirements;

Current trends affecting HR/Benefits administration;

Current office practices and technology.

ABILITY TO:

Ability to maintain effective working relationships.

Thorough knowledge of office practices and employee benefit procedures.

Experience in operating a data terminal/work station.

Ability to type at least 60 words per minute.

Analyze and interpret regulations, rules, codes, contracts and applicable laws and apply them to departmental activities and functions;

Develop and implement effective plans and programs; gather, analyze and interpret statistical, legal and program-related information;

Establish and maintain efficient record-keeping systems;

Maintain records accurately and with confidentiality as required;

Make required mathematical calculations accurately;

Produce quality work at a fast pace under the pressure of deadlines; prioritize;

Communicate effectively both written and orally;
Demonstrated proficiency in keyboarding, Microsoft Office applications and database management; facilitate presentations/workshops;
Work independently with limited supervision;
Establish and maintain cooperative working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE: Any combination equivalent to a bachelor's degree and three (3) years of work experience directly related to the human resources, employee benefits, insurance or related fields.

ENVIRONMENT:

Typical office environment
Subject to constant interruptions

PHYSICAL ABILITIES:

Communicating to exchange information
Reading various materials
Dexterity of hands and fingers to operate a computer keyboard
Sitting for extended periods of time
Bending at the waist, kneeling or crouching
Drive to required sites