

BENEFITS TECHNICIAN**DEFINITION:**

Under the supervision of the Assistant Superintendent, Business Services, organize and administer the District's health and welfare employee benefit program; review, research, evaluate and process Workers' Compensation claims; work with the District's negotiating team to provide information and analysis regarding the impact of benefit changes on District costs; explain and clarify for employees the District benefit programs and applicable Workers' Compensation laws.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Administer health, dental, vision, life insurance and Workers' Compensation programs.
- Explain and interpret insurance and Workers' Compensation policies to other employees.
- Plan and attend District Insurance Committee meetings.
- Prepare and send out RFP's for health benefits, Workers' Compensation and Section 125 Plan.
- Interface on behalf of the District with Workers' Compensation carrier, brokers, IPA's, and attorneys.
- Prepare, process and audit invoices and reports pertaining to health and welfare and Workers' Compensation programs; maintain accurate employee eligibility reports.
- Work with administration to develop individual job analysis reports.
- Develop and administer return to work program for injured employees.
- Coordinate, prepare materials and participate in open enrollment meetings.
- Update benefit plan documents to reflect current plan benefits.
- Counsel retirees on insurance options.
- Maintain and administer COBRA.
- Resolve claim problems between employees, insurance companies, physicians, hospitals, etc.
- Develop employee benefits and Workers' Compensation budgets.
- Monitor benefit programs for possible abuse.
- Maintain CAL OSHA records for the District.
- Receive and process Workers' Compensation claims and incident and unusual occurrence reports.
- Process, maintain and file all medical, investigative and injury reports for individuals involved in job related injuries and assist in investigation of Workers' Compensation claims; conduct file reviews; prepare billing for payment.
- Work closely with District administrators, the third party administrators, insurers and investigators of the District's self-insured health benefits and Workers' Compensation program and administrators of the District's premium paid benefit programs.
- Represent the District at Workers' Compensation Board hearings.
- Prepare periodic District, State and Federal reports and/or informational materials.
- Prepare and analyze data for negotiations.
- Prepare agenda items for Board of Education meetings.
- Work to resolve ergonomic and building air quality issues.
- Audit, maintain and interface with Payroll Department for accurate benefit deductions; interface with Personnel on various employee issues.
- Maintain confidentiality on sensitive matters.
- Participate in workshops and seminars to remain current on employee benefit and Workers' Compensation laws and regulations.
- Supervise assigned personnel
- Perform other duties as assigned.

QUALIFICATIONS:

Knowledge of:

Medical claims processing and Workers' Compensation regulations; insurance benefits and Workers' Compensation administration and laws; District policies, rules and regulations; principles of business administration, organization, planning and personnel management, record keeping and budget preparation; correct English, grammar, spelling and punctuation; modern office methods and procedures, including personal computer and related software, and data processing.

Ability to:

Understand, interpret and apply laws, rules, regulations, policies, and certificated and classified negotiated contracts relating to employee benefit programs; understand complex procedures and terminology; analyze situations accurately and adopt an effective course of action; assist in the investigation of claims; input, retrieve and maintain data in a variety of formats; collect and analyze data and prepare reports and correspondence; communicate with administrators, employees, insurance carriers and the public; develop rapport and trust and effectively mediate and resolve conflict; work independently with minimal supervision; supervise assigned employees; establish and maintain cooperative working relationships; effectively communicate both orally and in writing.

Experience:

Three years of increasingly specialized responsibilities in administration of health and welfare programs, Workers' Compensation programs, and CAL OSHA work which has provided the applicant the knowledge and abilities listed above. Claims processing and school benefits experience desirable.

Education:

Graduation from high school, supplemental course work pertaining to insurance and/or Workers' Compensation; accounting and finance background preferred.

Physical Performance Requirements:

Frequent sitting, standing or walking much of the time with some bending, stooping, squatting and twisting. Lifting of office supplies and other work related materials occasionally involved. Weight of materials will vary, but generally be of less than twenty pounds.

Licenses:

Possession of a valid California Driver's License.

Board Approved: September 8, 1987

Revised: June 7, 1990

Revised: February 10, 1998 effective March 1, 1998

Revised: October 8, 2002

Revised: December 15, 2004