

RIO HONDO COMMUNITY COLLEGE DISTRICT

EMPLOYEE BENEFITS SPECIALIST (CONFIDENTIAL)

DEFINITION

Under the direction of the area manager, responsible for the implementation, both accurately and in compliance with all applicable policies and government regulations, of all technical functions pertaining to the College sponsored employee fringe benefit and workers' compensation programs. Provides information, counsel, and assistance regarding insurance coverage, workers' compensation benefits, and other employee benefits programs. Oversees analysis and effectiveness of benefit programs to optimize offerings and contain costs.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Plan, organize, coordinate, and perform a variety of functions regarding the employee fringe benefit and workers' compensation programs, including program orientation, enrollment, and claims processing; serve as claims administration liaison.

Review workers' compensation injury and illness report forms for completeness and accuracy and forward them to the claims administrator.

Review, monitor, and coordinate the preparation and maintenance of the records pertaining to the College industrial injury and illness claims, and forward report summaries to appropriate management personnel.

Assist in the coordination, planning, and organization of group employee fringe benefit enrollment processes.

Prepare, coordinate and participate in various information fairs and provide up-to-date information on all aspects of benefits to all employee groups.

Monitor and audit the fringe benefit enrollment and other related documents for accuracy and completeness, and coordinate the distribution of the material to the appropriate insurance carrier.

Coordinate the preparation of the necessary documentation to enroll, change status, and terminate employee benefits program participation.

Serve as the primary liaison to insurance carriers regarding claim problems, issues, and concerns confronting employee participants.

Compile statistical data and reports required in the administration of the various fringe benefits programs as required by the College and various organizations and groups.

Attend various committees and participate in planning related to campus safety.

Review administrative guides from various agencies and implement new procedures.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Process all voluntary payroll deduction requests, insurance premiums and fringe benefit charges, eligibility data and employee authorized changes to benefit selections.

Promote equal opportunity and student and gender equity to effectively serve the District's diverse community.

Independently prepare correspondence and memoranda pertaining to various employee benefit and workers' compensation related problems, issues, and concerns.

Perform a variety of accounting functions, such as bill payment, preparation of complex statistical reports and summaries, and the development of management-related reports.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Practices, procedures, methods, and techniques pertaining to the operation and administration of employee benefits and workers' compensation programs.

Legal mandates, policies, regulations, and negotiated agreements pertaining to employee benefits and workers' compensation programs.

Insurance agreements, claims processing, adjustment procedures and collective bargaining agreements.

Principles and practices of customer service.

Modern office procedures, methods and computer equipment.

Principles and procedures of record keeping.

Principles of business letter writing and report preparation.

English usage, spelling, grammar and punctuation.

Basic mathematical principles.

Safe driving principles and practices.

Skill to:

Enter data accurately into various systems for successful job performance.

Maintain audit proof document filing systems.

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Maintain sensitive and confidential labor relations information.

Respond to various tasks and specific deadlines.

Perform a variety of responsible tasks pertaining to a comprehensive employee benefit and workers' compensation program.

Resolve employee benefits and workers' compensation problems, issues, and concerns.

Prepare complex statistical and fiscally related reports and summaries.

Perform arithmetic calculations.

Understand and interpret laws, rules and regulations relating to employee benefits and unemployment.

Work independently in absence of supervision.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Interpret federal regulations regarding 403(b) retirement plans and all aspects of COBRA.

Minimum Qualifications:

Experience:

Five years of increasingly responsible technical experience involving the processing and maintenance of benefit programs and related records.

Training:

Bachelor's Degree and five years of increasingly responsible experience in the administration of benefit programs; or an equivalent combination of training and experience.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Effective Date: May 11, 2005, September 2013