

## KERN COMMUNITY COLLEGE DISTRICT

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### **CLASS TITLE:     BENEFITS SPECIALIST**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of complex duties in the administration of the District's employee benefits plans; administer State and federal benefits programs.

#### **REPRESENTATIVE DUTIES:**

Determine eligibility of active and retired employees and their dependents for a variety of insurance plans; explain benefits to employees; collect premium payments for insurance from employees; assist employees in resolving insurance claims; advise representatives or beneficiaries of deceased active or retired employees regarding insurance continuation, claim forms and release of final warrant. *E*

Develop written communications to notify employees of insurance enrollment periods; distribute enrollment materials, identification cards and insurance information; prepare routine correspondence to employees regarding insurance eligibility and coverage; advise District staff of changes and updates to benefits coverage and materials for distribution to newly hired staff. *E*

Compile statistical information regarding a variety of insurance rates, benefits and costs; attend informational meetings as required; maintain direct contact and meet with insurance carriers and agents regarding rate renewals, contract changes and administration of contracts. *E*

Maintain billing records for a variety of voluntary payroll deduction insurance plans and TSA accounts; implement employee payroll deductions for voluntary plans as requested including District paid benefits; review and balance billings for District paid benefits and voluntary plans; post related data into appropriate software program. *E*

Prepare monthly claims analysis; review and balance billings and files with insurance providers; assist in resolving claims problems for employees. *E*

Complete quarterly reports and assure payment of unemployment insurance and workers-compensation taxes in a timely manner. *E*

Work with agents regarding open enrollments as they become due; notify employees in writing of open enrollment periods and distribute related materials. *E*

Provide assistance to employees regarding tax sheltered annuities; implement employee payroll deductions for annuities as requested; assemble earnings data from payroll records for insurance agencies; supervise reconciliation and payment of employee contributions on monthly company billings. *E*

Maintain billing records for a variety of voluntary payroll deduction insurance plans; supervise reconciliation and payment of employee contributions. *E*

Provide periodic employee orientation at colleges and the district office; update employee benefit information packets as necessary to incorporate newly negotiated benefits or benefit contractual changes.

Serve as the alternate representative to the appropriate insurance administrator in the absence of the authorized representative; serve as a contributing member and resource for the District fringe benefit committee; assist in compiling information, developing agenda and presentation of written and oral material to the committee.

Train and provide work direction to clerical and accounting staff.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Principles of accounting and financial record-keeping.

Health, dental, vision, life, employee assistance, long term disability, retirement and tax shelter plans.

District policies regarding retirees and employee benefits.

Bookkeeping principles and procedures.

Laws, rules and regulations relating to assigned activities including COBRA and ERISA.

Tax laws applicable to employee fringe benefits.

Modern office practices and procedures.

Basic math computations.

Operation of a computer and assigned software.

Interpersonal skills including tact, patience and courtesy.

Record-keeping techniques.

Oral and written communication skills.

#### **ABILITY TO:**

Perform a variety of complex duties in the administration of the District's employee benefits plans.

Administer State and federal benefits programs.

Apply pertinent laws, rules and regulations of bookkeeping and accounting, including IRS codes related to employee fringe benefits.

Maintain record-keeping systems for a variety of complex employee classifications.

Plan and organize work.

Meet schedules and time lines.

Develop and prepare financial and statistical reports.

Read, interpret and explain District and Board terminology to staff.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

Train and provide work direction to assigned staff.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate degree in accounting or related field and three years increasingly responsible experience in benefits administration and financial record-keeping.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- |    |                               |    |                                      |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations.      |
| <u>1</u> | b. | Ability to stand for extended periods of time.   |
| <u>4</u> | c. | Ability to sit for extended periods of time.   |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter.                                     |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels.                                    |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>2</u> | g. | Ability to bend and twist.   |
| <u>1</u> | h. | Ability to lift <u>10</u> lbs.   |
| <u>1</u> | i. | Ability to carry <u>10</u> lbs.  |
| <u>3</u> | j. | Ability to operate office equipment.   |
| <u>1</u> | k. | Ability to reach in all directions.  |

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*