



## PERSONNEL COMMISSION

**Class code: 5227**  
**Salary Range 48 (M2)**

### BENEFITS ADMINISTRATOR

#### JOB SUMMARY

Under administrative direction, plan, organize, and administer the services and activities of the District's employee health and welfare insurance benefits programs; participate in reviewing, selecting and negotiating benefit plans, vendors and providers; train and evaluate the performance of professional and support staff; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, organize and administer the services and activities of the District's employee health and welfare insurance benefits programs including medical, dental, vision, Internal Revenue Code (IRC) Section 125 plans, Deferred Compensation 403 (b) and 457(b) plans, retirement and life insurance plans; assure compliance with applicable laws, codes, rules and regulations. **E**
- Coordinate the reviewing, selecting and negotiating of benefit plans, vendors and providers; research, analyze, cost out and make formal recommendations regarding proposed bids, rates, contracts and amendments. **E**
- Direct preparation of records and reports necessary to develop cost analysis for guidance and decision-making of management; **E**
- Review and analyze district health and welfare benefits costs and make recommendations for cost reduction; **E**
- Manage carrier and vendor relationships in the service and delivery of the District's health and welfare plans. **E**
- Manage the implementation of plan design, carrier, and vendor changes that affect the administration of the health and welfare plan including developing timelines, managing testing and directing member and organizational communications. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; plan and coordinate the use of temporary staff; assure confidential, quality customer service is provided to employees, dependents, retirees and others seeking assistance with benefit matters. **E**
- Manage and coordinate District-wide open enrollments; compose related communications and oversee the publication and distribution of insurance informational materials such as manuals, guides, handbooks and brochures. **E**

- Serve as a liaison between the District and insurance company representatives and agents; remain current on benefits related policy changes; implement updates pertaining to employee benefit issues. **E**
- Develop and recommend policies, regulations and collective bargaining contracts related to employee health and welfare insurance benefits. **E**
- Serve as subject matter expert in the administration and plan design of the health and welfare plans during union related activities, including attending negotiations and presenting to both management and bargaining groups. **E**
- Communicate with District employees, administrators, retirees, and outside agencies such as insurance providers and the District's broker/consultant to coordinate activities, resolve issues and conflicts and exchange information. **E**
- Provide information and guidance to employees and retirees regarding enrolling in a benefit plan to best meet their needs, insurance claims resolution, eligibility requirements, enrollment procedures, coverage and other related issues;
- Provide separated employees and dependents guidance regarding COBRA, CAL-COBRA and HIPAA rights and conditions; assure COBRA letters are mailed in a timely manner to eligible participants. **E**
- Develop and conduct effective in-service employee workshops, seminars and other communication strategies related to benefits for new, existing and retired employees. **E**
- Oversee the clerical accounting activities of benefit programs and contracts; analyze, calculate and assure accuracy of various fees including medical payments, self-insured program billings, premiums, payroll deductions and legal bills; review and approve financial reports and bank reconciliations. **E**
- Prepare or supervise the preparation of a wide variety of auditable reports, records, databases and files related to assigned activities; compile enrollee data for insurance brokers as requested; compose Requests for Proposals, policies, manuals and contracts. **E**
- Provide technical expertise and information to management regarding assigned functions and recommend policies, procedures and programs; advise management of unusual trends or problems and recommend appropriate corrective action. **E**
- Participate in the development and preparation of preliminary budgets for assigned activities; control and authorize expenditures in accordance with established guidelines and limitations. **E**
- Participate in the development, implementation and management of benefits management information systems. **E**
- Operate a computer and assigned software; drive a District or personal vehicle to conduct work. **E**
- Attend and participate in a variety of meetings, conferences and workshops to maintain current knowledge of laws, codes, rules and regulations related to assigned functions. **E**
- Lead the Health Benefits Committee and serve as a member of assigned committees such as the Health Benefits Committee; prepare and deliver oral presentations as requested. **E**

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The Benefits Administrator plans, organizes and administers the services and activities of the District's employee health and welfare insurance benefits programs. An incumbent will take leadership in reviewing, selecting and negotiating benefit plans, vendors and carriers and train and evaluate the performance of assigned professional and support staff.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Administration, organization and management of employee benefit programs.  
Methods, practices and procedures used in benefits administration and contract negotiations.  
Regulatory agencies governing health and welfare insurance.  
Principles and practices of collective bargaining agreements.  
Applicable laws, codes, rules and regulations related to assigned activities.  
Budgeting and accounting practices regarding monitoring and control.  
Research methods and report writing techniques.  
Record-keeping techniques.  
Principles and practices of assuring high-quality customer service.  
Principles and practices of training and supervision.  
Public speaking techniques.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Operations of a computer and assigned software.

#### **Ability to:**

Plan, organize and administer the services and activities of the District's employee health and welfare insurance benefits program.  
Prepare and supervise the preparation of a variety of auditable records, files and reports.  
Analyze situations accurately and adopt an effective course of action.  
Analyze, interpret and explain legal contract language.  
Interpret, apply and explain applicable laws, codes, rules and regulations.  
Train, supervise and evaluate the work of others.  
Prepare and deliver oral presentations.  
Compose complex communications and informational materials.  
Oversee the accounting activities of benefit programs and contracts.  
Participate in the development and preparation of preliminary budgets.  
Monitor and control expenditures.

Analyze and develop work methods, procedures and schedules.  
Communicate effectively both orally and in writing.  
Plan and organize work.  
Operate a computer and assigned software.  
Establish and maintain cooperative and effective working relationships with others.

**Education and Training:**

A Bachelor's degree in business administration, public administration, human resources management or a related field, including coursework in benefits administration is required.

**Experience:**

Three years of experience coordinating employee benefits programs, including one year in a managerial capacity is required. Employee benefits administration experience in a public school district and with joint employer and union health committees is highly desirable.

A Master's degree in business administration, public administration, or human resources management may substitute for one year of the required experience.

OR

Sixteen quarter or fifteen semester units of College University Extension courses specific to benefits administration, workers compensation, Cal/Osha, California employment law and related topics may substitute for one year of the required experience.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Certified Employee Benefit Specialist (CEBS) certification is highly desirable.

Official Transcripts verifying either the Master's degree or C.E.U. units will be required of candidates requesting consideration for the alternate minimum education, training and experience prerequisites.

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license at the time of appointment.

**WORKING ENVIRONMENT**

Office environment.  
Driving a vehicle to conduct work.

Potential for contact with dissatisfied or abusive individuals.

**PHYSICAL DEMANDS**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information and make presentations.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Reaching overhead, above the shoulders and horizontally to file materials.

Bending at the waist, kneeling or crouching to file materials.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

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