

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: HUMAN RESOURCES BENEFITS SPECIALIST

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Human Resources, organize and perform highly complex clerical administrative functions in the areas of the health and welfare benefits program, workers' compensation, and provide administrative support for the Human Resources Department.

REPRESENTATIVE DUTIES:

- Coordinate, organize and perform complex administrative functions for the Human Resources Department.
- Under supervision, manage and administer employee benefit plans and act as health benefits coordinator; Coordinate employee benefit programs in compliance with carrier contracts (e.g. enrolling new employees, explaining benefits options, mediating benefit eligibility and payment issues, open enrollment, etc.).
- Assist with inquiries from employees, beneficiaries and/or insurance providers regarding health plans including compliance with State and Federal Law including, Family Medical Leave Act, California Family Rights Act, Medicare parts A & B and continuation of group health benefits (COBRA).
- Communicates with payroll department as needed to ensure billing and payroll deductions are accurate.
- Participates on districtwide benefits committee.
- Serve as a liaison and communicate with district administrators, employees and third party administrator and or health vendors to provide pertinent information and benefit expertise.
- Assist Assistant Superintendent, Human Resources and Human Resources Specialist on special projects as requested.
- Provide information concerning district policies, procedures, and programs as needed; communicate effectively with parents, the public and District personnel and members of the Board of Trustees orally and in writing.
- Input, store, retrieve and manipulate information to the automated database systems to reconcile to the County financial system. Develop and generate specialized reports for the Districts administrators and other reports mandated by County, State and Federal agencies; retrieve and compile information Unemployment and Workers' Compensation claims
- Assist with workers' compensation claims including logging new claims as they are received and maintaining compensation claims records and databases.
- Provide workers' compensation insurance carrier with required forms within required timelines, track work status reports, coordinator and may be asked to facilitate interactive/return to work meetings and draft related correspondence.
- Operate computers, applicable software programs and peripheral equipment to enter, process, revise, and update information; operate a telephone, copier, calculator and other office equipment as assigned.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic financial and statistical accounting and record-keeping.
- Common office clerical terminology, skills, practices, record keeping techniques, filing and information management systems
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Applicable sections of State Education Code and other applicable laws.
- Fringe benefit procedures and the district's health & welfare plans.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- District organization, operations, policies, procedures and programs
- Pertinent computer software programs such as Microsoft Office, Word, Excel, Power Point, and Outlook.

ABILITY TO:

- Effectively plan, organize, prioritize and complete multiple tasks within reasonable time limits
- Work independently with minimal direct supervision.
- Maintain accurate records and prepare reports, which contain confidential or sensitive information.
- Communicate effectively both orally and in writing.
- Perform duties effectively and meet demanding schedules and timelines with frequent interruptions.
- Understand and accurately follow oral and written directions.
- Operate a variety of office equipment including a computer terminal.
- Establish and maintain cooperative, positive, and effective working relationships with the public and District staff.
- Be well organized and detail oriented.
- Work confidentially and use appropriate discretion in disseminating information.
- Understand, interpret, apply and be able to explain complex policies and pertinent laws, rules and regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and three years increasingly responsible clerical or secretarial experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Frequent interruptions
- Driving a vehicle to conduct work

PHYSICAL DEMANDS:

- Standing for extended periods of time.
- Seeing to read a variety of materials.
- Dexterity of hands and fingers to operate computer keyboard and other office equipment.
- Hearing and speaking to exchange information
- Sitting for extended periods of time
- Kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve, store files and supplies.
- Rarely lifting items up to twenty-five pounds

TERMS OF EMPLOYMENT:

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Salary Schedule on Range 26.