



BENEFITS SPECIALIST

BASIC FUNCTION

Under the direction of an assigned supervisor, research, review, implement, administer, and coordinate benefit and workers' compensation programs for all active and retired employees according to district policies and procedures, labor agreements, federal and State law and Education Code. Perform a variety of paraprofessional administrative duties involving integration of federal and state mandates as appropriate; provide a variety of technical information and assistance to employees and retirees regarding fringe and applicable mandatory benefit programs.

DISTINGUISHING CHARACTERISTICS

~~This classification is a classified position.~~ Incumbents in this position are responsible for assisting with the district's health and welfare benefits, workers' compensation, and employee leaves. This classification requires an in-depth and specialized knowledge of benefits, insurance plans, and coverage offered by the District. The person in this classification must be able to analyze insurance plan options and advise the District on insurance plans which best serve the District and the District's employees. They must possess a deep understanding of employee benefit and safety compliance.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Determine eligibility of active and retired employees and their dependents for receiving benefits; explain benefits to employees; collect premium payments for insurance; assist employees and/or beneficiaries in resolving insurance benefits.
2. Notify employees of insurance enrollment periods; distribute enrollment materials, identification cards and insurance information; provide routine

Classification: [Human Resources Analyst/Benefits Specialist](#) / Range 23 / FLSA Status: non-exempt
Date Last Revised: March 2018 / Date Approved:

[Cambridge West Partnership, LLC](#)

correspondence to employees regarding insurance eligibility and coverage; advise District staff of changes and updates to benefits coverage.

3. Compile statistical information regarding insurance rates, benefits, and costs; maintain direct contact and meet with insurance carriers and agents regarding rate renewals, contract changes and administration of contracts.
4. Prepare monthly claims analysis; review and balance billings and files with insurance providers; assist in resolving claims issues for employees.
5. Work with outside agents regarding open enrollments; notify employees of open enrollment periods and distribute related materials.
6. Maintain billing records for voluntary payroll deduction insurance premiums.
7. Provide employee orientation on Health and Welfare Benefits, update employee benefit information as necessary.
8. Represent the district at internal and external benefit related meetings as required.
9. Provide information to employees regarding workers' compensation benefits; participate in accident investigations of reported employee injuries.
10. Prepare and file workers' compensation claims; prepare statistical analysis of workers' compensation claims as requested; perform follow-ups on workers' compensation claims.
11. Maintain all files related to the areas of responsibility. Make recommendations related to risks related to the area of assignment, and overall program effectiveness.
12. Assist employees with ergonomic assessments. Coordinate with departments in implementing ergonomic recommendations for employees.
13. Assist with employee accommodation requests, coordinating interactive meetings, and perform follow-up actions.
14. Assist in the assessment of safety related issues on campus.
15. Perform job related duties as assigned.

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Classification: [Human Resources AnalystBenefits Specialist](#) / Range 23 / FLSA Status: non-exempt
Date Last Revised: March 2018 / Date Approved:

QUALIFICATIONS

Knowledge Of:

- Pertinent federal, State, and local laws, codes, and regulations ~~regarding managing benefits and compliance including applicable sections of the State Education Code related to employee benefits, FMLA, COBRA, OSHA, disability, workers' compensation, and retirement benefits.~~
- Applicable district policies and procedures regarding employee and retiree benefits.
- Employee relations and organizational effectiveness strategies.
- Modern office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and HRIS management systems.
- Mathematic concepts and simple descriptive statistical and research method.
- Principals and procedures of confidential record keeping.
- English usage, grammar, spelling punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Effective oral and written communication skills.

Skills and Abilities To:

- Interpret, apply, and communicate rules, regulations, policies, and procedures related to assigned area.
- Comprehend and implement insurance plans.
- Maintain confidentiality of sensitive information.
- Research, compile, analyze, and interpret information and data.
- Exercise good judgment and discretion in handling matters of a sensitive nature.
- Establish and maintain cooperative working relationships with others.
- Plan and organize work to meet schedules and timelines.
- Meet critical deadlines while working with frequent interruptions.
- Work independently with minimal supervision.
- Effectively communicate both orally and in writing.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

Education and Experience:

Any combination equivalent: two (2) years of college level coursework in human resources management, public administration, or related field and two (2) years of increasingly responsible clerical experience in human resources or public administration.

Classification: [Human Resources AnalystBenefits Specialist](#) / Range 23 / FLSA Status: non-exempt
Date Last Revised: March 2018 / Date Approved:

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees’ values align with our District’s mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Office.

Physical Demands:

Work is performed primarily in a standard office environment with frequent interruptions and distractions; extended periods of time of viewing a computer monitor.

Requires sufficient physical ability to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Work in an environment of frequent interruptions and possible dissatisfied individuals.

Classification: [Human Resources Analyst/Benefits Specialist](#) / Range 23 / FLSA Status: non-exempt
Date Last Revised: March 2018 / Date Approved: