

JOB TITLE: HEALTH AND WELFARE BENEFITS TECHNICIAN**BASIC FUNCTION**

Under general supervision, to perform responsible functions pertaining to an employee benefits program; to provide assistance, counsel, and information regarding insurance and a variety of other employee benefits programs; and to do other related functions as directed.

ESSENTIAL JOB FUNCTIONS

- Performs a variety of functions regarding the employee fringe benefit program, including program orientation, enrollment, claims processing, billing and other related matters.
- Assists employees in the preparation of enrollment applications and in the completion of other employee benefits materials.
- Explains legal and program requirements of insurance policies interprets and applies rules guidelines and State and Federal laws as appropriate.
- Establishes and maintains computerized data base of employee insurance and eligibility information.
- Assists in the preparation of the necessary documentation to enroll, change status, and terminate employee benefits program participation.
- Assures COBRA notification and compliance with Federal law.
- Serves as a liaison to insurance carriers regarding claim problems, issues, and concerns confronting employee participants.
- Compiles statistical data and prepares reports designed to clarify fiscal matters and provide the basis for making sound financial forecasts required in the administration of the various fringe benefits programs.
- Composes memos, correspondence and summaries of insurance programs independently in response to inquiries from vendors, employers and employees.
- Performs a variety of accounting clerical functions and prepares account analysis such as the preparation of statistical reports and summaries, and in the gathering of management related reports.
- Assists in the unemployment benefit program.
- Assists with Worker's Compensation and student and district liability record maintenance.
- Participates in the planning, organizing and conducting of in-service safety training program.
- Assists in the planning, organizing and conducting of the annual employee health faire.
- Enters data into the HRS system for employee insurance records and dependent data.
- Maintains accounts receivable and payable within the insurance system as well as dues contribution, tax shelter annuities and credit union transactions.

JOB REQUIREMENTS – QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Knowledge of:

- Applicable sections of the State Education Code and other applicable laws, rules and regulations.
- Procedures, methods, and techniques pertaining to employee benefits programs.
- Legal mandates, policies, regulations and negotiated agreements pertaining to employee benefits programs.
- Insurance agreement, claims processing and adjustment procedures.
- English usage, spelling, grammar and punctuation.
- Modern office practices and procedures.
- Standard business machines and equipment, including computer terminals and micro-computers.
- Numerical, alphabetical and subject matter filing systems.

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Ability to:

- Prepare and review financial statements and related summaries and reports.
- Perform complex accounting functions pertaining to a comprehensive employee benefits program.
- Verify, balance and adjust accounts.
- Prepare fiscally related reports and summaries with speed and accuracy.
- Perform arithmetical calculations with speed and accuracy.
- Type or keyboard at a net corrected speed of 40 words per minute.
- Work independently with little direction.
- Complete work with frequent interruptions.
- Apply and explain policies, procedures, rules and regulations.
- Effectively resolve employee benefits problems, issues and concerns.
- Use current word processing programs, spreadsheet and Data Base programs.
- Communicate effectively in oral and written form.
- Understand and carry out oral and written directions with minimal professional direction.
- Establish and maintain effective and cooperative organizational, public and community relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 20 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.
- This type of work involves sitting most of the time, but may involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Any combination of experience and training that would likely provide the required knowledge and skills may be qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

Two years of experience in performing and providing responsible and technical functions pertaining to an employee benefit program and accounts payable, or a closely related work experience.

Education:

Equivalent to the completion of the twelfth grade, including successful completion of college or business school coursework in accounting or a related area may be substituted for the required experience.