MORENO VALLEY UNIFIED SCHOOL DISTRICT
Human Resources Division

I.  **Position Title**
Benefits Specialist

II.  **Position Definition**
The Benefits Specialist serves under the direction of the Director of Risk Management. Under administrative direction, the Benefits Specialist plans, organizes, and manages the district’s employee benefits program. An employee in this class is expected to exercise independent judgment in solving work problems, which requires knowledge of district rules, policies, procedures, and programs.

III.  **Examples of Duties/Responsibilities**
- Compiles and analyzes data to develop and recommend policies and administrative regulations regarding insurance programs. *(E)*
- Assures that insurance programs are in compliance with federal, state, and local laws. *(E)*
- Reviews and evaluates district contracts related to benefits, JPA agreements, and by-laws and proposed language of district insurance requirement compliance. *(E)*
- Audits and reconciles invoices for insurance premiums. *(E)*
- Acts as a liaison between insurance companies, brokers, medical facilities, clinics, JPAs/trusts, employees, and bargaining units. *(E)*
- Facilitates the scheduling of the district’s Fringed Benefits Committee and serves on other committees as required.
- Manages retiree and COBRA benefits, ensuring proper administration systems and procedures are in place and followed. *(E)*
- Coordinates open enrollment and new employee orientation for benefits.
- Coordinates health and welfare benefits coverage for district employees and retirees, including public agency deferred compensation plans, Other Post-Employment Benefits (OPEB), and voluntary benefits program. *(E)*
- Coordinates the distribution of all benefits information to employees.
- Performs related duties as may be required.

IV.  **Minimum Qualifications**

**Knowledge of:**
- Laws, rules, and regulations, procedures and techniques for coordination of employee benefits programs.
- Statistical concepts of insurance management.
- Business record keeping and general office practice.
- Procedures and office equipment.
- Basic budgetary principles and practices.
- Correct English usage, spelling, grammar, punctuation, and basic arithmetic.

**Ability to:**
- Communicate effectively, using correct pronunciation and grammar.
- Understand and carry out oral and written directions.
- Understand, interpret, and apply rules and written directions to specific situations.
- Ability to meet demanding timelines.
- Learn and utilize new and current technologies.
- Compose correspondence independently.
- Devise or adapt office procedures to changing organizational needs.
- Make clear and comprehensive reports and keep complex records.
• Establish and maintain effective working relationships.
• Maintain confidentiality of privileged information.

**Experience/Education:**
• A Bachelor’s Degree from an accredited institution is preferred with a minimum of two (2) years of experience in an insurance environment, preferably in a school district or other public agency, **OR**;
• A minimum of four (4) years varied, increasingly responsible experience in an insurance environment.

**License/Certification Requirement:**
• Possession of a valid California Driver’s License and driving record insurable to district standards.

V. **Working Conditions**

**Environment:**
• Office environment
• Indoor and/or outdoor environment
• Subject to frequent interruptions

**Physical Abilities:**
• Visual acuity to inspect records and reports
• Hearing and speaking to exchange information
• Standing and/or sitting for extended periods of time
• Reaching overhead, above the shoulders, and horizontally
• Dexterity of hands and fingers to operate standard office equipment
• Gripping and grasping
• Bending, stooping, and squatting
• Climbing on step stools and step ladders
• Light work – lifting, carrying, pushing and/or pulling up to approximately 25 pounds

CSEA Negotiations: 12.02.15
Board Approval: 01.19.16