

PERALTA COMMUNITY COLLEGE DISTRICT - October 5, 2018

CLASSIFIED CONFIDENTIAL JOB DESCRIPTION

BENEFITS SPECIALIST (Confidential)

Confidential Salary Range 30

Job Code: 903

CLASS PURPOSE

Under the general direction of the Benefits Manager Director provides administrative and programmatic support position within the Benefits office.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Responsible for administrative support services for the Benefits Office.
- Assist in and administers the District's employee benefits plans; provides new employees with information; processes new employee enrollments and enrollment changes and enters enrollment data.
- Initiate, review and process requisitions for invoices, supplies, and equipment for the Office of Human Resources.
- Analyze and audit monthly insurance claims; prepares invoices for claims payments and submits to accounts payable; mails checks to carriers.
- Reconcile vendor to HRIS Insurance file on a monthly basis.
- Support the administration of the District's tax-sheltered annuity program; answers questions and resolves problems as needed.
- Administer retiree enrollments in District health plans; notifies participants of Medicare eligibility; advises carriers of participant changes.
- Assist in monitoring the department's budgets.
- Coordinate and support the department's activity and appointment calendar.
- Monitor the department's budget.
- Process all bills for the department and ensure accuracy of calculations, including all weekly self-funded claims, insurance premiums, and employee reimbursements.
- Monthly payroll deductions – maintain and process all employee benefits deductions, enter manual adjustments/corrections.
- New hire orientation – e.g. provide information to all eligible employees, review information entered in to the enrollment software by employees and, subsequently, enter information into PeopleSoft.
- Oversee and coordinate open enrollment processes, which includes five major events – full-time employees, regular temporary employees, one each in spring and fall for part-time faculty who are required to re-enroll based on their FTE status, flex-spending, and Medicare. Each event requires communication to employees, coordination of open enrollment fairs with vendors and the various

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work-sites, updating of various forms, verification of enrollment or re-enrollment, and manual entry of data into the system.

- Respond to questions from employees; provide assistance in resolving claims issues when an employee is unable to get resolution from provider.
- Update information in system, e.g. births, deaths, missing information.
- Monitor and provide assistance and information regarding retiree medical.
- Review various reports to ensure accuracy of information, e.g. employee enrollment data, employee and employer contribution data and retirement data.
- Prepare a variety of reports as requested by management.
- Serve as resource to managers, faculty and classified staff, unions and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District policies and procedures or referring callers to the appropriate person. Screen incoming calls, providing information as appropriate, or taking accurate and complete messages.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Equivalent to graduation from an accredited college or university and two (2) years of increasingly responsible experience in human resources/benefits; or an equivalent combination of training, education and qualifying experience, which demonstrates the skills and ability to perform the essential functions of the position.
2. Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace

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- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Revised: N/A