

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Employee Benefits Clerk	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Human Resource Services Division	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	028 OTBS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Perform a variety of complex and specialized clerical duties related to district benefits programs including medical, dental, life, accidental death and dismemberment, vision, tax-sheltered annuity (TSA), retirement, and unemployment insurance.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Verify employee eligibility for coverage under district group insurance programs to employees, physician offices, hospitals, insurance carriers, and social service agencies. **E**

Counsel employees regarding group insurance coverage and continuation of coverage after active employment ceases. **E**

Perform direct input to computer via terminal. **E**

Use mini-computer to develop and extract a variety of data related to benefits. **E**

Generate fixed charge adjustments; prepare premium statements. **E**

Receive and process all TSA deduction transaction requests. **E**

Process TSA company applications and obtain board-approval. **E**

Maintain records of all board-approved TSA companies. **E**

Contact site supervisors to collect and verify data necessary in processing claims for unemployment. **E**

Update and maintain departmental files and records for employees utilizing unemployment insurance. **E**

Collect and assemble documents for administrative law proceedings. **E**

Explain district and state regulations, policies, and procedures related to district's unemployment insurance program. **E**

Type report, open and distributes mail, and provide other clerical assistance. **E**

Establish and maintain effective working relationships with all levels of district staff, the public, state agencies, insurance carriers, and private sector organizations. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to two years of full-time equivalent, paid, increasingly responsible office-clerical experience, preferably including experience working with group employee benefits, unemployment insurance, or similar programs.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District and, as appropriate, state policies and procedures related to the processing of all district benefits programs, or ability to learn them quickly.

operation of basic on-line data terminals, micro-and mini-computers, word processing equipment, and standard office machines, or ability to learn them quickly.

Standard office-clerical procedures.

Reading and writing English communication skills.

ABILITY TO:

Perform computational tasks with accuracy and speed.

Maintain records and review varied and large quantities of forms, data printouts and other documents under pressure of time and to complete necessary reports accurately.

Exercise good judgment, tact, and sensitivity.

Keyboard/type at a net, corrected speed of 25 words per minute.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain cooperative relationships with district staff, the public, state agencies, insurance carriers, and private sector organizations.

Plan and organize work.

Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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