

# SAN DIEGO UNIFIED SCHOOL DISTRICT

## POSITION DESCRIPTION

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<b>TITLE:</b>	Employee Benefit Services Supervisor	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Human Resource Services Division	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	048 Supervisors'
<b>REVISED:</b>	July 1, 2002		

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### **BASIC FUNCTION:**

Independently perform responsible technical and administrative duties and direct the day to day operations of district employee benefits programs; supervise the work of assigned staff.

**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**

Implement and supervise day to day technical detail and assist with the planning of district employee benefits programs (group medical, dental, vision, life, long-term disability insurance programs, supplemental early retirement, Section 125 cafeteria benefits, tax-sheltered annuities, and other programs as assigned) for active certificated and classified employees, retirees and eligible dependents. **E**

Act as the section office manager; conduct research, compile information and prepare special summaries and statistical reports. **E**

Review provisions of applicable state and federal laws, collective bargaining agreements, carrier contracts, and board-adopted documents to determine necessary changes required in various benefit programs. **E**

Evaluate and develop new programs or changes to programs, policies and procedures. **E**

Make recommendations and implement approved changes. **E**

Review existing and proposed legislation affecting employee benefits and make recommendations on the district's position. **E**

Ensure consistent administration of plans to safeguard assets and to protect the district from unnecessary liability. **E**

Write and revise a variety of benefits materials including proposed language for collective bargaining agreements, brochures, booklets, supplements, and circulars. **E**

Administer employee eligibility provisions for district group insurance plans. **E**

Interpret benefit programs, policies, and procedures for staff and the public. **E**

Develop manual and electronic systems necessary to ensure the proper management of assets dedicated to district employee benefit programs. **E**

Ensure the integrity of data provided to actuaries. **E**

Analyze statistical data and other pertinent information provided by actuaries. **E**

Audit claims payment practices and procedures. **E**

Investigate member complaints against plans and assist in the resolution of disputes. **E**

Represent the organizational unit at conferences and meetings with carrier representatives, representatives of the health care community, actuaries, legal counsel, union representatives, other agencies, etc. **E**

Act as liaison between managerial and operational staff. **E**

Represent the district in small claims court in proceedings against district self-funded plans. **E**

Investigate new benefits products or services. **E**

Respond to inquiries from state and federal agencies regarding district benefit programs. **E**

Compute and disburse benefits of retirement reserve fund. **E**

Train, supervise, and evaluate performance of assigned staff; conduct orientations and workshops on benefits for new employees. **E**

May participate in negotiations with employee organizations with regard to costs of and changes to district health benefit programs.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a major in business or public administration or other appropriate field and four years of recent group benefit, actuarial, retirement, or other directly related experience of acceptable level and quality.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

A wide variety of employee benefit programs and district operational procedures.  
Modern administrative and office management procedures and methods.  
Reading and writing English communication skills.

**ABILITY TO:**

Prepare technical reports, correspondence, statistical analyses, and financial statements  
Train and supervise others.  
Assist in developing on-line systems.  
Operate standard office equipment including microcomputers and related software applications.  
Establish and maintain effective working relationships with others.  
Plan and organize work; meet schedules and time lines; maintain records.  
Read, interpret, 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.

Revised 3.18.04—PeopleSoft

Job Code 6542

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