

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Employee Benefits Technician	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Human Resource Services Division	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	038 OTBS
<b>REVISED:</b>	July 31, 2006		

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**BASIC FUNCTION:**

Determine employee eligibility for coverage under the district health, dental, life, and vision insurance programs; calculate premiums, and perform a variety of related record-keeping activities.

**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**

Determine employee eligibility for insurance coverage according to bargaining unit contract provisions. **E**

Counsel employees regarding medical and dental coverage and optional plans. **E**

Establish effective dates and determine and monitor insurance premium payroll deductions. **E**

Perform direct input to computer; generate fixed charges for proper distribution. **E**

Develop premium statements; input and maintain insurance rates on master descriptor file. **E**

Prepare documents to include insurance changes and adjustments and forward to payroll and accounts payable units. **E**

Receive and review computer printouts of employees' insurance status and make adjustments as necessary. **E**

Interpret and explain insurance contract provisions to employees. **E**

Serve as liaison between employees and insurance carriers. **E**

Contact carrier representatives to discuss and resolve problems regarding plan coverage. **E**

Process changes in insurance plans during open enrollment. **E**

Draft correspondence and prepare special reports. **E**

Verify employee benefits coverage to hospitals, physicians, carriers, social service agencies, and employees. **E**

Maintain manual and computer records and auditable fiscal records. **E**

Use mini-computers to develop and extract a variety of data related to insurance programs. **E**

Process termination of employee coverage. **E**

Counsel retirees regarding insurance options and computes cost of retirement conversion plans. **E**

Prepare documents for manual input of retirees' benefit selections; send bills to and maintain records of payments made by retirees. **E**

Develop forms and applications. **E**

May be required to appear in court legal cases.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to four years of recent full-time equivalent paid computational and customer service experience and increasingly responsible experience working with group employee benefits or similar health-related insurance programs.

**LICENSES AND OTHER REQUIREMENTS:**

Typing/Keyboarding certificate at a net, corrected speed of 25 words per minute.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Life, dental, medical, and flexible spending programs.

State and federal guidelines pertaining to COBRA, HIPPA, and Medicare rules and regulations.

Group health, dental, vision, and life insurance programs offered by the district.

Operation of microcomputers and related software applications.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

**ABILITY TO:**

Perform computational tasks and input data with accuracy.

Exercise strong customer service skills using good judgment, tact, and sensitivity.

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

Operate standard office equipment including microcomputers and related software applications, including Microsoft Word and Excel.

Maintain current knowledge of applicable federal, state and district laws, rules and regulations.

Establish and maintain cooperative relationships with others.

Plan and organize work.

Meet schedules and time lines; maintain records.

**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.

Job Code 6181

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