

**SAN DIEGO CITY SCHOOLS**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Lead Employee Benefits Technician	<b>REPORTS TO:</b>	Employee Services Director
<b>DEPARTMENT:</b>	Employee Services Department	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	042 OTBS
<b>REVISED:</b>	December 1999		

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**BASIC FUNCTION:**

Lead the work of Employee Benefits Technicians and assigned clerical staff in processing employee eligibility for coverage under the district benefits programs; determine employee eligibility for coverage under 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**

Lead, train, monitor, and audit the work of Employee Benefits Technicians and clerical support staff. **E**

Maintain schedules for coverage of work unit. **E**

Provide assistance in resolving problems/issues concerning insurance plans and employees/retirees and dependents. **E**

Assist in determining work priorities for unit. **E**

Research and resolve discrepancies. **E**

Audit a variety of operational records and documents for benefits programs. **E**

Coordinate annual retirement reception. **E**

Monitor inventories of supplies, forms and materials and orders as necessary. **E**

Organize special projects as assigned. **E**

Compute benefits of retirement reserve fund and process all necessary documents for monthly retirement warrants, new payments and final payments. **E**

Contact Information Services Bureau staff to resolve computer generated problems. **E**

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. **E**

Generate fixed charges for proper distribution. **E**

Develop premium statements. **E**

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 minicomputers 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 compute cost of retirement conversion plans. **E**

Prepare documents for manual input of retirees' benefit selections. **E**

Send bills to and maintain records of payments made by retirees. **E**

Develop forms and applications. **E**

May be required to appear in court in legal cases.

Direct the work of hourly clerical assistants. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to five years of full-time, increasingly responsible experience working with group employee benefits or similar insurance experience programs.

**LICENSES AND OTHER REQUIREMENTS:**

A typing/keyboarding certificate for 25 w.p.m.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Technical aspects of field of specialty.

Oral and written communication skills.

The processing of all group health, dental, vision, and life insurance programs offered by the district.

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

**ABILITY TO:**

Learn district benefits programs offered.

Lead and direct the work of Employee Benefits Technicians and clerical support staff.

Exercise good judgement, tact and sensitivity

Perform computational tasks with accuracy.

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 and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office setting.

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; 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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Job Code 6182

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