

PALOMAR COMMUNITY COLLEGE DISTRICT

BENEFITS SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To coordinate and implement the benefits insurance program for employees and retirees; to provide information and assistance to College personnel, new and covered individuals, medical and legal professionals and insurance vendors regarding benefit-related matters; and to perform a variety of technical duties relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Manager, Human Resource Services.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Determine initial and/or continuing eligibility and effective dates for medical, dental, vision and life insurance and disability, long-term care and IRC Section 125 optional plans according to policies and provisions.
2. Determine coverage for all benefit plan participants including employees, retirees, COBRA qualifiers and eligible dependents; inform all participants of medical and/or fringe benefits coverage and changes.
3. Serve as liaison between plan participants and insurance representatives to assist with problem resolution and special needs.
4. Coordinate COBRA, worker's compensation, long term disability and accumulation program for Part-Time and Limited-Service Employees (APPLE) program/retirement plan with appropriate agencies; administer related procedures.
5. Monitor refund distribution requests for (APPLE) program/retirement program; check eligibility for requests and employment status.

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6. Process new enrollment and change forms, prepare life insurance certificates, file life insurance claims and coordinate claim settlement and final warrant payment with beneficiary.
7. File worker's compensation injury reports; notify injured employee of rights; respond to treatment provider request for authorization to evaluate employee status; give authorizations and make referrals.
8. Develop, maintain and update computer database to prepare reports, logs and general benefits information; use computer to compile and extract data for internal and insurance carrier requested reports.
9. Schedule and conduct new employee orientations; inform new employees of fringe benefits and policies and related deadlines within District.
10. Perform a variety of general clerical duties and operate office equipment including multi-line telephone, typewriter, computer, copier and printer.
11. Provide general information on District policies and procedures, worker's compensation and employee benefit information.

Marginal Functions:

1. Develop and maintain a variety of statistical records and files.
2. Supervise open enrollment workshops and events.
3. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Principles and procedures of human resources and employee benefits administration.
College policies and procedures related to employee benefits and insurance programs.
Principles and procedures of record keeping.
Modern office procedures, methods and equipment including computers.
Principles of business letter writing and basic report preparation.
English usage, spelling, grammar and punctuation.
Pertinent Federal, State and local codes, laws and regulations.

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Ability to:

Coordinate and implement the benefits insurance program for employees and retirees.
Process benefit-related documents and worker's compensation reports.
Serve as liaison between benefit plan participants and insurance representatives.
Operate office equipment including computers and applications for word processing and database management.
Prepare clear and concise reports.
Work with detailed and confidential information.
Type at a speed necessary for successful job performance.
Respond to requests and inquiries from employees.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible employee benefits administration experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in human resource management, business administration or a related field.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; extensive use of computer keyboard.