

October 2016
FLSA: NON-EXEMPT
SALARY: O
CBA DESIGNATION: CLASSIFIED CONFIDENTIAL

RIVERSIDE COMMUNITY COLLEGE DISTRICT

BENEFITS SPECIALIST

DEFINITION: Under general supervision of an appropriate area administrator, the incumbent performs complex and responsible technical work associated with the coordination and implementation of the District's group insurance and health and welfare benefits.

SUPERVISION RECEIVED AND EXERCISED: This position does not supervise, but will act in the capacity of lead over the Benefit's Clerk.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

1. Acts as the primary liaison with the District's broker and representative of insurance plans to keep abreast of changes; and makes recommendations for plan administration and enhancements;
2. Resolves complaints and problems related to benefit plans, including claims matters;
3. Attends meetings and acts as the HRER primary contact related to the Affordable Care Act (ACA) requirements, including all responsibilities associated, therein;
4. Coordinates the annual open enrollment period; participates on the Health and Wellness Taskforce; plans and coordinates health-benefit fairs for all employees;
5. Communicates eligibility to health and welfare benefits to employees; processes enrollment documents for new employees, retirees, and changes to current employees benefits; provides COBRA notification information; and, assists current/former employees with benefit issues that arise;
6. Audits, assesses, analyzes and pays invoices for health and welfare benefits on behalf of the District; conducts monthly reconciliations of vendor invoices; reconciles RCOE checks to monthly payroll deductions; complies financial data on behalf of the Budget Analysts for us in the yearly reconciliation process, Auxiliary Services, and coordinates payments with Revenue/Accounts Receivable Clerk;
7. Processes life insurance and other types of insurance claims;
8. Inputs and monitors payroll deductions related to employee benefits;
9. Explains District benefits to employees including health and welfare, tax sheltered annuities, Section 125 options such as AFLAC;
10. Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Techniques and strategies used in marketing and promotion of health, dental, and related benefit information to employees;
- Customer service standards and techniques used in communicating benefit information to employees;
- Modern office methods and equipment;
- Procedures used in employees' benefit programs;

- Fiscal and other recordkeeping systems;
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility;
- Functionality of an integrated database system (such as Banner, PeopleSoft, Datatel, etc.);
- Recent and on-going developments, current literature, and sources of information related to the operations of the assigned programs;
- Record-keeping principles and procedures;
- Modern office practices, methods, and computer equipment and applications related to the work;
- English usage, grammar, spelling, vocabulary, and punctuation;
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and District staff, including individuals of various ages, disabilities, socio- economic and ethnic groups.

Abilities to:

- Communicate benefit program features;
- Work accurately with figures and to compile and prepare financial systems, forms, procedures for benefit programs;
- Communicate effectively both orally and in writing;
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials;
- Effectively use the key functions of an HRIS; retrieve, compile, and analyze statistical information and data from the system, and transform data into useful reports as assigned;
- Interpret, explain, and ensure compliance with District policies and procedures, complex laws, codes, regulations, and ordinances;
- Effectively represent the department and the District in meetings with contractors, vendors, and various businesses, and professional;
- Maintain confidentiality of sensitive personal information of employees;
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines; maintain accurate files and records;
- Operate modern office equipment including computer equipment and specialized software applications;
- Use English to communicate effectively, both orally and in writing;
- Understand scope of authority in making independent decisions;
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures; and,
- Establish, maintain, and foster positive and effective working relationships.

EDUCATION AND EXPERIENCE: *A combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:* Education equivalent to an Associate's degree from an accredited college in business/public administration, human resources, or a closely related field AND four (4) years of responsible office and clerical experience in maintaining a variety of fiscal or other related records. Experience must also include duties related to employee insurance benefit programs.

Licenses and Certifications: None

Physical Demands: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. This job requires that the incumbent frequently travel between the District and College offices.

Environmental Elements: Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.