



**CLASSIFIED**  
**Job Classification Description**  
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT  
PERSONNEL COMMISSION  
APPROVED MOTION NO. 55-2022/23  
DOCUMENT NO. 36-2022/23  
DATED 02/15/2023

**HUMAN RESOURCE - BENEFITS TECHNICIAN**

**DEPARTMENT/SITE:** Human Resources

**SALARY SCHEDULE:** Classified Bargaining Unit

**SALARY RANGE:** 30

**WORK YEAR:** 12 Months (261 Days)

**REPORTS TO:** Human Resource Manager

**FLSA:** Non-Exempt

**PURPOSE STATEMENT:**

Under the general direction of the Human Resource Manager, the Human Resource - Benefits Technician performs complex and accurate benefits eligibility work to provide reasonable, timely delivery of professional services; explains and interprets various benefit-related information to ensure understanding; prepares and maintains accurate records and files for the Health and Welfare Program; ensures coordination, oversight and maintenance of the District's health benefits annual open enrollment, employee self-enrollment process, and other functions for all Certificated, Classified, Management, Retirees and Temporary Employees. The incumbents in this classification provide the school community with complex and varied technical functions in support of the Human Resources Department, which directly support student learning and achievement.

**DISTINGUISHING CHARACTERISTICS**

Positions in this class are at the second level of the Human Resource Specialist/Technician series. The Human Resource Technician - Benefits performs a variety of technical Human Resources functions in support of classified and certificated personnel leave and absence systems and the Health and Welfare Benefits Program. This class differs from the Human Resource Specialist classes, which provide more specialized human resources duties, and from the Human Resource Technician I, which is the entry level class of the Human Resource Specialist/Technician series.

**ESSENTIAL FUNCTIONS, DUTIES AND TASKS:**

*The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.*

- Audits and processes on-line health benefits enrollment applications for new hires; terminates health benefits for separations of employment; orients and provides support to employees regarding the effective use of the District health and welfare benefits plans.
- Composes and submits various correspondence letters to employees regarding benefit terminations, late payments, or reimbursements.
- Coordinates and manages the Retiree monthly billing notices.
- Coordinates annual open enrollment activities for District employees; updates changes for employee benefits information on the Human Resources personnel benefits system; coordinates

plan changes with the Payroll Department for appropriate rate deductions.

- Explains and interprets various District benefit information including but not limited to, dental, health, and vision coverage to employees and others to ensure understanding of benefits provisions; explains health plan booklet and collective bargaining agreement policies available to various bargaining units; communicates in person or on the phone with others requesting information.
- Maintains current and efficient records on the District's personnel benefits system and reports issues to appropriate designated personnel.
- Maintains current health benefits information and materials for various plans on the District Human Resources webpage.
- Maintains open communication and correspondence with insurance carriers and plan administrators; coordinates health and welfare benefit informational meetings with insurance carriers.
- Operates electronic LiveScan fingerprint system, as needed; verifies applicant information and enters information into Live Scan system; captures applicant fingerprint impressions on Live Scan machine; submits images to the Department of Justice; receives fingerprint check results.
- Prepares, maintains, processes and submits accurate records and files; prepares and maintains control balances for monthly deductions; assists employees with completing disability forms as needed for timely processing of information.
- Researches and resolves revolving fund issues related to employee deductions on payroll checks; makes adjustments according to established procedures to ensure the financial viability of the District.
- Serves as subject matter leader regarding health benefits information; provides information on various medical, dental, and vision plans to all employees, retirees, and Board members; provides information to Human Resources Specialists regarding new employee health benefits choices.
- Supports with providing information and assistance to District personnel pertaining to all types of statutory leaves of absence; distributes and processes appropriate forms for various leave requests; provides updates to school sites and departments regarding staff on approved leaves of absence.
- Updates District benefit department forms, (i.e., New Hire forms, Special Enrollment forms, Open Enrollment forms, etc.) as required on a monthly, quarterly, and annual basis; orders appropriate Benefit Department forms and vendor brochures as required to ensure day-to-day activities can be performed without interruption.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*(At time of application)*

### **Knowledge of:**

- Applicable sections of the California Education Code, federal, state and local laws, rules, and regulations
- Provisions of employee health and welfare benefit plans and services
- Accessing databases, extracting, and verifying personnel information; entering data into multiple database systems
- Practices and procedures related to classified and certificated personnel

- Modern office practices, procedures and equipment including computers, applicable software programs and online platforms
- Research methods, data analysis techniques, record-keeping, and report preparation techniques
- Correct English usage, including grammar, spelling, punctuation, and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications including virtual meeting platforms
- Safety policies and safe work practices applicable to the assignments
- Basic math, including calculations using fractions, percentages and/or ratios
- Business telephone techniques and etiquette

#### **Skills and Abilities to:**

- Keyboard accurately at an acceptable rate of speed
- Read, interpret, apply, and explain current rules, regulations, policies, and procedures pertaining to the specialized areas of the position
- Maintains records and prepares various reports for local and State reporting requirements
- Compose clear, concise, and comprehensive correspondence, reports, studies, agreements, presentations, and other written materials from instructions
- Track and report statistical information utilizing spreadsheets and databases
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Maintain confidentiality of personnel files
- Communicate with staff and the public using patience, and courtesy, and in a manner that reflects positively on the organizational unit
- Read, write, and communicate clearly in English; a second language (usually Spanish) may be required
- Understand and follow written and oral instructions
- Operate standard office equipment utilizing pertinent software applications
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations

#### **RESPONSIBILITY:**

Responsibilities include working under limited supervision; following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

#### **JOB QUALIFICATIONS / REQUIREMENTS:**

*(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)*

#### **EDUCATION REQUIRED:**

High School diploma or equivalent.

#### **EXPERIENCE REQUIRED:**

Three (3) years of increasingly responsible experience supporting the administration of health and welfare benefits and employee programs within a human resources department.

Associate's degree or higher in the field of Human Resources, or a closely related field from an accredited college or university may be substituted for two (2) years of work experience.

**LICENSE(S) REQUIRED:**

- Valid, current California Driver's License or ability to provide transportation to meetings, events and trainings associated with essential functions, duties and tasks.

**CERTIFICATIONS AND TESTING REQUIRED:**

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative TB test result plus periodic post-employment retest as required (currently every four years)
  - Pre-employment physical exam A through District's provider

**WORK ENVIRONMENT / PHYSICAL DEMANDS:**

*(Must be performed with or without reasonable accommodations)*

- Work is primarily indoors and requires sitting for extended periods
- Sitting or standing for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen