

Madera Unified School District
Classified Job Description
Human Resource Benefit Technician

Purpose Statement

The Human Resource Benefit Technician, provides support to the delivery of Human Resource/ Risk Management services with specific responsibility for assisting with daily leave verification, employee benefits and benefit information; resolving insurance benefit, retirement, reporting and reconciliation problems; providing information to new and current employees, providers and/or administrators; and ensuring employee proof of coverage and accurate billing.

This job reports to Chief Human Resources Officer

Essential Functions

- Assists personnel, beneficiaries and/or insurance providers for the purpose of verifying eligibility, conveying information and processing claims.
- Distributes documents (e.g. open enrollment packets, new/change forms, fringe benefit packages, flyers, identification cards, etc.) for the purpose of providing information and proof of insurance coverage/s.
- Maintains a variety of benefit information and, leave verification, (e.g. provider contracts, claim files, employee records, etc.) for the purpose of providing an up-to-date reference and audit trail.
- Participates in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of benefit information for the purpose of completing enrollment/changes within program guidelines.
- Provides information regarding employee benefit programs in compliance with carrier contracts (e.g. enrolling new employees, explaining benefit options, organizing benefit fairs, mediating benefit eligibility and payment issues, open enrollment, filing claims, return to work, etc.) for the purpose of providing maximum coverage to employees within contract specifications.
- Reconciles enrollment forms and billings to employee records (e.g. COBRA, disability, retirement, health, FMLA, etc.) for the purpose of ensuring accurate eligibility and payment information and complying with contract provisions.

- Researches discrepancies between employee, payroll, benefit provider/s, and government agencies for the purpose of ensuring accuracy of records and maximizing eligible payments.
- Resolves conflicts with benefit providers for the purpose of verifying eligibility, conveying information and processing claims.
- Supports assigned administrators (e.g. calculating sick leave by-backs, preparing special reports, etc.) for the purpose of providing information from which to make operational decisions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS: Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment; preparing and maintaining accurate records; planning and managing projects; and utilizing pertinent software applications.

KNOWLEDGE: Modern office practices, procedures and equipment, operation of a computer work station, including word processing and spreadsheet applications, business telephone etiquette, oral and written communication skills, correct English usage, grammar, spelling, punctuation and vocabulary, applicable sections of State Education code and other applicable laws relating to employee benefits, and leaves, interpersonal skills using tact, patience and courtesy, district organization, operations, policies and objectives.

ABILITY to: Assure compliance with applicable policies, procedures and governmental regulations, comprehend and explain each of the Bargaining Unit's contract provisions, rules, regulations and policies as they pertain to employee benefits, and leaves, interpret and apply rules, regulation, policies and procedures, operate a variety of office equipment and machines such as computer, calculator, copier and fax machine, establish and maintain cooperative and effective working relationships with others, meet schedules and time lines, communicate effectively both orally and in writing, understand and carry out written and oral instructions is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; Flexibility is required to work with others in a variety of circumstances; Ability is also required to work with a wide diversity of individuals.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods. Utilization of resources from other work units is often required to perform the job's functions.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience: Two (2) years of increasingly responsible office experience involving the preparation and maintenance of employee health benefit, use of computer software systems and software. Experience in a public school district is desirable.

Education: High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Certificates

None Specified

Continuing Educ./Training

None Specified

Clearances

Criminal Justice
Fingerprint/Background Clearance
TB Clearance

Physical Demands (A)

FLSA STATUS

Non Exempt

Approval Date

Salary Range