

TITLE	CLASSIFICATION	SALARY RANGE
Human Resources Specialist, Benefits	Management Team Confidential	8

SCOPE OF POSITION:

Under the direction of the Director, Human Resources, perform specialized duties in the administration of the District's benefit plans, including the medical, dental, vision and life insurance plans for both active and retired employees; advise potential retirees on the retirement process; ensure that requirements are met for the Affordable Care Act (ACA); maintain confidentiality of privileged and sensitive information.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinate open enrollment periods and enroll employees and retirees; reconcile billings; submit monthly premium payments to the providers; make benefit changes in the employee's benefit record and report monthly benefit changes to Payroll for processing.
2. Advise employees, retirees and Board members on the District's medical, dental, vision and life insurance plans; explain benefit plan details including cost-sharing of premiums based on bargaining unit agreements; complete forms for plan enrollments and changes; update data into records and systems; communicate with employees on leaves of absence regarding premium amount due.
3. Advise potential retirees on the retirement process; evaluate and determine employee's eligibility to participate in the CalSTRS Reduced Workload Program and assist employees with submitting applications to CalSTRS; review the retirement application process with potential retirees for CalSTRS and CalPERS retirement systems; provide retirement planning information; determine eligibility for future medical and dental coverage.
4. In collaboration with the Director of Human Resources, serves as the primary resource for ACA requirements; participate in ACA and payroll/human resources system trainings to maintain current knowledge of the District's responsibilities to comply with changes to ACA legislation; monitor employee hours worked, analyze data, determine eligibility for medical coverage and make offer of coverage to eligible employees; maintain ACA reporting in assigned system; create IRS forms and templates and mail forms to employees.
5. Participate as a member of the District's Fringe Benefits committee; assist with contract negotiations and union grievance issues related to benefits including conducting research or analyzing plans; maintain confidentiality of privileged and sensitive information.
6. Prepare and maintain spreadsheets related to employee benefits; document medical, dental, vision and life insurance benefit enrollments and changes; prepare domestic partner spreadsheet with enrollments and changes; provide related information to Payroll.
7. Reconcile monthly provider billings; verify additions, changes and deletions in coverage; verify prior payments were received and current premium amounts due to each provider; create and authorize accounts payable invoices for the monthly premium amount due to plan providers; mail reconciled billings and premium payment to plan providers.
8. Coordinate retiree benefits program; monitor Medicare eligibility and advise retirees of Medicare enrollment processes including the District Medicare supplemental health plan enrollment process; maintain related spreadsheets; create, maintain and disseminate spreadsheets to appropriate departments.
9. Provide new hire benefit orientations; present benefit packages, review benefit plan details/options and collect enrollment forms and eligible dependent documentation.

KEY DUTIES AND RESPONSIBILITIES – Continued

10. Determine COBRA eligible events and notify third-party COBRA administrator of qualified recipients; verify third-party billing and authorize payment per agreement.
11. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.

KNOWLEDGE OF:

1. Affordable Care Act legislation and employer requirements.
2. Health, dental, vision and life insurance provider enrollment requirements and payment policies.
3. CalSTRS and CalPERS retirement system and retirement process guidelines.
4. Human Resources operations, policies and procedures.
5. District bargaining unit contracts applicable to the active and retiree health and welfare benefits.
6. Applicable codes, laws, rules and regulations related to benefit administration.
7. Oral and written communication skills.
8. Interpersonal skills using tact, patience and courtesy.
9. Recordkeeping techniques.

ABILITY TO:

1. Read, understand and interpret legal updates received from medical providers and insurance brokers.
2. Communicate effectively both orally and in writing.
3. Perform accurate mathematical calculations.
4. Interpret, apply and explain rules, regulations, policies and procedures.
5. Establish and maintain cooperative and effective working relationships with others.
6. Operate a computer and assigned office equipment.
7. Determine appropriate action within clearly defined guidelines.
8. Meet schedules and time lines.
9. Work independently with little direction.
10. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associates degree in human resources or related field

EXPERIENCE:

Increasingly responsible human resources experience.