EMPLOYEE BENEFITS SPECIALIST

DEFINITION

Under direction of the Employee Benefits supervisor and with minimal supervision, performs complex technical and analytical employee benefits and statistical activities; acts as a lead worker for other Employee Benefits staff, providing guidance and assistance in problem resolution.

TYPICAL DUTIES

Provides technical assistance in the review of applicable benefits, including leaves, due employees as well as the analysis of accounting and other fiscally related issues within the Employee Benefits department; independently performs professional duties in the overall establishment, maintenance and control of benefits provided by the district; prepares required analyses and schedules required for the district's annual audit. Prepares, presents, and assists in the development of management information reports. Provides suggestions to the supervisor as to the maintenance and/or development of new or revised operating procedures for new or modified programs, legislative changes, and district policies and regulations. Implements changes in procedures to enhance operations in the department. Provides ongoing training to the Colleges for new procedures or to assist and train new employees responsible for leave processing. Assists in the improvement of processes and procedures in the management information system and internal controls. Analyzes district procedures to ensure compliance with board policies, Education Code provision and other State, Federal, and miscellaneous regulations; assists in the development of specifications and develops microcomputer applications such as spreadsheet and word processing applications; serves as a lead for the Employee Benefits Technicians and other clerical personnel; assists in the organization and workflow of the department; performs other related duties as assigned. Serves as the backup to the supervisor; develop and conducts regular training programs for college and district staff on Employee Benefits related procedures.

Assists the supervisor in management and maintenance of department policies and procedures; recommends and helps implement improved controls and processes for maintenance of employee benefits and the information system processes; analyzes and recommends changes to software supported by network systems/programs; coordinate technology improvements through cooperation with the Employee Benefits department supervisor, college staff and district management information staff. Assists in the establishment of departmental procedures and district wide processes. Act as a lead worker for other department staff by providing guidance and assistance in problem resolution. Performs related work and other duties as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class are characterized by the wide latitude given for independent judgment and initiative for resolving problems within a major area of responsibility. Due to the technical nature of the job, this position requires in-depth understanding of these functions. Other characteristics include a wide range of knowledge of district policies and procedures related to business services, specifically employee benefits activities, automated systems, as well as a high level of problem solving skills, independent judgment and work skills.
QUALIFICATIONS

EXPERIENCE

Three years of increasingly responsible experience in a large, automated environment in Employee Benefits, Human Resources, or related field, equivalent to the Employee Benefits Specialist duties; or, two years of experience in Los Rios Community College District performing duties at the level of an Employee Benefits Technician, or equivalent.

EDUCATION

A bachelor's degree with a major in Human Resources, Business Administration or a related field from an accredited college or university.

KNOWLEDGE OF

Applicable laws, regulations, ruling, procedures, and policies regarding Employee Benefits in a community college district. General and governmental principles related to Employee Benefits and leaves; methods and practices of financial and statistical record keeping; complex computerized systems and application as related to financial record keeping; desktop computer systems.

ABILITY TO (ESSENTIAL FUNCTIONS)

Analyze financial data and draw sound conclusions. Plan, organize, lead, control, and participate in department duties to ensure duties are performed timely and accurately. Resolve problems quickly and efficiently; prepare clear, complete, concise reports. Learn and interpret laws, rules, regulations and policies and apply them to specific cases, and explain to other staff at the district office and campuses. Apply data processing applications to statistical activities; assist in the design development and enhancement of Employee Benefits and leave related computerized systems; establish and maintain cooperative relations with those contacted in the course or work; communicate in an acceptable business manner. Analyze situations accurately and adopt an effective course of action.