EMPLOYEE BENEFITS TECHNICIAN

DEFINITION

Incumbents perform a wide variety of responsible and complex administrative/technical functions in the development, implementation, and maintenance of District employee benefit programs. Employees in this classification receive limited supervision from a director or his/her designee within a framework of standard policies and procedures. This job class requires the use of independent judgment and initiative to successfully maintain and carry out the daily operation of the District's employee insurance benefit program.

TYPICAL DUTIES

Processes administrative details pertaining to District's employee benefit plans; acts as information source for management staff and employees pertaining to a variety of insurance plans including health, dental, life, disability, as well as tax-sheltered annuity and deferred compensation plans; compiles and analyzes monthly cost and usage statistics for the District's self-insurance plans; aids district employees in processing forms and contacting insurance companies to assure proper benefits are received; maintains district's master file for all employee insurance contracts; processes monthly insurance invoice, checking to ascertain proper employee contributions and corrects payments; independently composes letters, memoranda, reports, and summaries pertaining to the employee benefit programs; develops and implements necessary procedures to maintain efficient records and ensure smooth flow of information between Payroll Department, insurance carriers and employees; maintains and distributes informational brochures, forms and new employee packets; participates in the development and distribution of bid materials and information for the District insurance programs; researches topics, prepares analytical reports, and makes presentations to the Insurance Review Committee and serves as a member of that committee; participates in developing and implementing employee leave records, prepares records; participation annual contract negotiations with insurers for District's self-insured plans; performs related duties as required.

QUALIFICATIONS

EXPERIENCE

Promotional

Two years of experience in Los Rios CCD as an Account Clerk II or equivalent.

General

Three years of increasingly responsible experience in the preparation and maintenance of accounting records or two years of experience working with employee benefit programs.

EDUCATION

Two years of college work with emphasis in accounting. Additional responsible experience in the maintenance of accounting records or in working with employee benefit programs may be substituted on a year-for-year basis for educational requirement.
KNOWLEDGE OF
Basic accounting and record keeping procedures; modern office methods, procedures, and equipment.

ABILITY TO (ESSENTIAL FUNCTIONS)
Perform the basic functions of the position; quickly learn and effectively apply the laws, regulations, policies and procedures affecting the District's employee benefit programs; establish and maintain complex financial and usage records and prepares a variety of financial and statistical reports; communicate tactfully and effectively in oral and written form; work independently; perform arithmetical calculations with speed and accuracy; type accurately at a rate of 40 net words per minute; analyze data and prepare recommendations and reports; operate standard office machines and equipment such as typewriters, effective work relationships with those contacted in performance of required duties; perform related duties.