

EMPLOYEE BENEFITS SPECIALIST

DEFINITION

Under supervision of assigned supervisor/manager, perform complex technical and analytical employee benefits and statistical activities; act as a technical lead for Employee Benefits staff, providing guidance and assistance in problem resolution.

TYPICAL DUTIES

Provide technical assistance in the review of applicable benefits, due employees and retirees, as well as the analysis of accounting and other fiscally related issues within the Employee Benefits department; independently perform professional duties in the overall establishment, maintenance and control of benefits provided by the district; prepare required analyses and schedules required for the district's annual audit; prepare, present, and assist in the development of management information reports; provide suggestions for the maintenance and/or development of new or revised operating procedures for new or modified programs, legislative changes, and district policies and regulations; implement changes in procedures to enhance operations in the department; provide ongoing training to the Colleges on procedures for leave processing; assist in the improvement of processes and procedures in the management information system and internal controls; analyze district procedures to ensure compliance with board policies, Education Code provision and other State, Federal, and applicable regulations; serve as a lead for the Employee Benefits Technicians and other clerical personnel, providing guidance and assistance in problem resolution; assist in the organization and workflow of the department. Perform related duties as assigned.

QUALIFICATIONS

EXPERIENCE

Three years of experience related to the duties of the position; **OR**, two years of experience in Los Rios Community College District as an Employee Benefits Technician.

One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.

EDUCATION

A bachelor's degree with a concentration in human resources, business administration or a related field; **OR**, a bachelor's degree in any discipline area AND one additional year of qualifying experience; **OR**, an associate's degree in a related field, and two additional years of qualifying experience; **OR**, an associate's degree in any discipline and three additional years of qualifying experience. NOTE: Additional qualifying experience may be substituted for up to two years of the required education on a year-for-year basis.

One year of education is equal to 30 semester units. Education must be from an accredited institution.

KNOWLEDGE OF

Methods and practices of financial and statistical recordkeeping using computerized systems and applications related to financial recordkeeping; basic principles of leadership, oversight and training; applicable federal, state and local laws, policies and regulations, and office processes and procedures; modern office practices, procedures and equipment; administrative and clerical procedures and systems, such as filing and recordkeeping techniques in a complex business environment; effective customer service skills; how to compose effective correspondence; the structure and content of the English language including the meaning and spelling of words, rules of composition and grammar, and rules for letter and

report writing; principles and practices of effective communication; how to train others to perform specific tasks; numbers, their operations, and interrelationships, including arithmetic at the level required to effectively perform the duties of the position.

ABILITY TO

Perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; interpret and apply applicable federal, state, and local laws, policies and regulations, and office processes and procedures ; work as a member of a team; meet schedules and time lines; manage one's own time and the time of others; correctly follow a given rule or set of rules in order to arrange things or actions in a certain order; understand and effectively carry out oral and written directions; effectively communicate information and ideas orally and in writing based on the needs of the audience; **read, write and perform mathematical calculations at the level required for successful job performance**; be aware of others' reactions and adjust interpersonal skills accordingly; handle personal and private information with discretion; **prepare routine correspondence independently**; **effectively learn and operate equipment and software related to the duties of the position**; use technology to effectively perform responsibilities, such as word processing, spreadsheets, databases and desktop publishing; adapt to changing technologies; work successfully with diverse populations.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; other equipment common to the field to which the position is assigned.