

EMPLOYEE BENEFITS TECHNICIAN

DEFINITION

Under supervision of assigned supervisor/manager, perform a wide variety of responsible and complex administrative/technical functions in the development, implementation, and maintenance of District employee benefit programs.

TYPICAL DUTIES

Process administrative details pertaining to District's employee benefit plans; act as information source for employees and retirees pertaining to a variety of insurance plans including health, dental, life, disability, as well as tax-sheltered annuity and deferred compensation plans, including making presentations; compile and analyze monthly cost and usage statistics for the District's self-insurance plans; aid District employees in processing forms and contacting insurance companies to ensure proper benefits are received; maintain District's master file for all employee insurance contracts; process monthly insurance invoice, checking to ascertain proper employee contributions and correct payments; independently compose letters, memoranda, reports, and summaries pertaining to the employee benefit programs; develop and implement necessary procedures to maintain efficient records and ensure smooth flow of information between District/college departments, insurance carriers and employees; maintain and distribute informational brochures, forms and new employee packets; provide employee workshops and training on various benefits; participate in the development and distribution of bid materials and information for the District insurance programs; research topics, and prepare analytical reports; participate in developing and implementing employee leave records, and prepare records; participation in annual contract negotiations with insurers for District's self-insured plans. 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 Account Clerk II.

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

Completion of 60 semester units (90 quarter units) of course work with a concentration in accounting. Additional qualifying experience may be substituted on a year-for-year basis for educational requirement.

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

KNOWLEDGE OF

Basic accounting and record keeping procedures; 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 (ESSENTIAL FUNCTIONS)

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; input data at the speed required to effectively perform the duties of the position; 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 of 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 USE (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.