

## **BURBANK UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: EMPLOYEE BENEFITS TECHNICIAN**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, research, compile, monitor and maintain records and accounts related to the District's employee benefit program for management, classified, certificated and retired employees; communicate with insurance carriers, employees and retirees regarding benefit programs.

#### **REPRESENTATIVE DUTIES:**

Research, compile, monitor and maintain various financial records and accounts related to the District's employee benefit program for management, classified, certificated and retired employees.

Make necessary changes on payroll deduction inputs for new employees, terminated employees, changes in time assignment or employee-directed changes or changes during open enrollment periods.

Review billings from insurance company; reconcile billings and accounts, input data on computer and generate and distribute warrants and billings; collect non-payroll deducted monies from employees and retirees; reconcile to monthly reports and distribute to applicable accounts.

Maintain history cards for insurance program, review for accuracy and completeness; maintain a variety of financial records.

Monitor and maintain tax shelter annuities records to comply with State and Federal regulations.

Assist in the interpretation of management, BTA and CSEA union contracts regarding fringe benefits to District employees and retirees.

Attend meetings regarding changes in insurance policies and fringe benefits programs.

Receive telephone calls from employees, retirees and insurance representatives regarding fringe benefit programs; respond to questions and inquiries; follow up on specific issues raised by employees and retirees.

Contact employees and retirees annually to renew or change health and welfare money distributions; ensure that employees and retirees have required insurances.

Verify insurance eligibility for District employees and retirees by phone or in writing.

Continually update District computer files and county computer system regarding medical insurance, tax shelter annuities, credit union deductions, union dues, and supplementary insurances.

Calculate the amount of, and process through the County system, refunds and collections for District employees and retirees relative to benefits.

Communicate with retirees and employees regarding collections, adjustments, and make deposit reports for, non-payroll deducted monies.

Operate a variety of office machines including typewriter, calculator, county computer system, and word processing hardware.

Operate a variety of computer software including spreadsheets, databases, and county computer system, related to position.

Maintain other records and reports regarding the entire fringe benefit program; submit reports for fringe benefits and other programs as requested.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Policies, contract provisions and laws necessary to process benefit related documents.  
Methods of auditing insurance billings.  
Applicable sections of State Education Code, State, Federal and other laws pertaining to benefits.  
County Office policies and practices with respect to employee benefits and payroll.  
Interpersonal skills using tact, patience and courtesy.  
Modern office practices, procedures and equipment.  
Record-keeping techniques.  
Telephone techniques and etiquette.

**ABILITY TO:**

Research, compile, monitor and maintain records and accounts related to employee benefit programs.  
Operate computer, county computer system, and word processing hardware and a variety of computer software related to position.  
Interpret benefit policies to employees and others.  
Conduct meetings of employees to provide information concerning employee fringe benefit programs.  
Communicate effectively both orally and in writing.  
Plan and organize work.  
Establish and maintain effective working relationships with others.  
Meet schedules and time lines.  
Make arithmetic calculations quickly and accurately.  
Analyze situations accurately and adopt an effective course of action.  
Work independently with little direction.  
Maintain records and prepare reports.  
Work confidentially with discretion.  
Operate office machines and equipment.  
Type at 30 words net per minute from clear copy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by course work in benefits administration and two years of increasingly responsible experience in financial or statistical record-keeping.

**WORKING CONDITIONS:**

Typical office environment.

Bnfttec

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