

## **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: LEAD BENEFITS TECHNICIAN**

### **BASIC FUNCTION:**

Under the direction of the Fiscal Services Supervisor, perform high level varied and complex duties related to the District's employee benefits programs for classified, certificated and retired employees; communicate with employees and insurance carriers regarding all aspects of benefit plans; advise Benefits Technician on technical matters and assist in finding solutions.

### **REPRESENTATIVE DUTIES:**

Act as liaison between employees and insurance providers; provide information regarding insurance to employees, administrators and retirees; proof vendor contracts for coverage.

Maintain information regarding District health, dental, vision and life insurance policies; read, learn, interpret and explain State and federal laws and bargaining unit contracts regarding insurance.

Respond to all questions from current and retired employees regarding employee benefits; review enrollment forms for accuracy; make sure all forms and documents are turned in; follow up on discrepancies; assure that benefits are processed timely and accurately to ensure coverage.

Prepare and distribute information regarding open enrollment, changes in coverage and other pertinent information to employees.

Assist employees in solving problems related to health, dental, vision, life and other applicable benefits.

Monitor and maintain tax shelter annuities to comply with State and Federal regulations; provide information regarding other voluntary deductions.

Monitor and maintain various records and accounts related to the District's employee benefit program for classified, certificated, retired employees, employees on leave of absence or on COBRA and COBRA dependents.

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

Review billings from insurance companies; 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 a variety of files, records and reports related to employee benefits; keep a supply of all insurance forms on hand; revise or develop new forms as needed.

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

Attend meetings, workshops and conferences to record proceedings or receive information; prepare and distribute information obtained at meetings as appropriate.

Operate a variety of office machines including but not limited to typewriter, calculator and computer and word processing hardware.

#### KNOWLEDGE AND ABILITIES:

##### KNOWLEDGE OF:

District health, dental, vision and life insurance for employees and retirees.  
Policies, contract provisions and laws necessary to process benefit-related documents.  
Methods of auditing insurance billings.  
State and federal laws regarding insurance.  
Applicable sections of bargaining unit contracts.  
Applicable sections of State Education Code and other laws.  
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:

Monitor and maintain records and accounts related to employee benefit programs.  
Read, understand and learn pertinent sections of the Education Code, BTA and CSEA contracts, board policies and regulations and other rules, regulations, policies and procedures related to insurance.  
Operate computer and word processing hardware.  
Interpret benefit policies to employees and others.  
Conduct and arrange 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.
- Attend meetings, conferences and workshops.
- Complete work with many interruptions.
- Work confidentially with discretion.
- Operate office machines and equipment.
- Type at 30 words per minute from clear copy.

**EDUCATION AND EXPERIENCE:**

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

**WORKING CONDITIONS:**

Office environment.