

CLASS TITLE: BENEFITS SPECIALIST

BASIC FUNCTION:

Under the direction of the Director of Human Resources and Equal Employment Opportunity, perform a variety of services related to the College benefits program and employee orientation processes; provide information related to Workers' Compensation, disability insurances and health and welfare benefits, including medical, dental, vision and life insurance; provide orientation to new staff.

REPRESENTATIVE DUTIES:

Coordinate, plan, schedule and perform a variety of services related to the College benefit

Compose correspondence and prepare reports independently and from oral instructions.

Operate various office machines, equipment and software as required.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Employee benefit packages and insurance programs.

Federal and State human resources regulations, including FMLA, ADA, COBRA, ERISA, Workers' Compensation and others.

Principles, practices, methods and terminology used in human resources administration.

Modern office practices, procedures and equipment.

Record-keeping techniques.

Public speaking techniques.

Interpersonal skills using tact, patience and courtesy.

Technical aspects of field of specialty.

ABILITY TO:

Perform technical work related to the health and welfare benefits and insurance programs and services for District employees.

Learn and apply rules, regulations, policies and procedures related to classified and faculty.

Coordinate the implementation and maintenance of the employee benefits program.

Evaluate monthly billings and assure appropriate and correct information;

Communicate effectively both orally and in writing, and conduct presentations.

Establish and maintain cooperative and effective working relationships with others.

Maintain current knowledge of program rules, regulations, requirements and restrictions.

Work confidentially with discretion.

Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college level course work in human resources, benefits administration or related field and two years financial record keeping or human resources experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Sitting for extended periods of time.