

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: BENEFITS SUPERVISOR

BASIC FUNCTION:

Under the direction of the Risk Manager, plan, organize, supervise and participate in the daily health and welfare benefits programs of the district; provide information to district sites, divisions, and departments regarding health and welfare benefits; coordinate open enrollment; and train, supervise and evaluate assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, supervise and participate in the daily health and welfare benefits programs of the district; and provide information to district sites, division, and departments related to the health and welfare benefits programs of the district.

Supervise and participate in the management of most of the employee health and welfare benefit programs of the district, such as unemployment insurance, COBRA, HIPPA, and group health and welfare benefit programs.

Ensure district compliance with State and Federal regulations associated with district-related health and welfare benefit programs; ensure mandated timeline and notification adherences are met.

Oversee and serve as district liaison with retirement systems representatives, insurance representatives and their agents, employees, and the public; consult with district counsel as appropriate; supervise and oversee the retiree premium accounting function of the department.

Communicate with district employees and outside agencies to provide clarification regarding benefit claim submission information, contract language and denied/pending claims; assist employee in the resolution of claim payment and coverage discrepancies.

Coordinate the enrollment and orientation of eligible employees in retirement, insurance, and other benefit programs as appropriate; supervise and participate in the employee group insurance claims' assistance and referral of employees to other agencies for assistance as appropriate.

Train, supervise and evaluate the performance of assigned personnel; make recommendations regarding promotions, discipline, reassignments, or terminations as appropriate; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

Coordinate the Department of Transportation mandated drug screening.

Prepare special insurance reports; calculate rates such as COBRA; provide collective bargaining assistance for district negotiation representatives.

Assist in analyzing bids for employee health benefits and participate in recommending the selection of insurance brokers and carriers.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations.

Respond to Employment Development Department's needs through the district agent for statistical data on claims and appeals; may represent the district at Appeals Board Hearings as necessary.

Conduct investigations and studies, performs research, make analysis, prepare operational and analytical reports, including statistical analysis and cost projections, and maintain related records.

Represent the District with insurance carriers in claim settlements as appropriate.

Attend a variety of meetings, conferences and workshops as assigned.

Operate a variety of office equipment such a computer and assigned software applications.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of supervision, training and evaluation.

Employee health and welfare benefits programs.

Federal and state laws, regulations and codes related to health and welfare benefits, including COBRA and HIPPA compliance regulations.

Methods of research, including statistical analysis, and specialized record keeping methods.

Computer applications related to area(s) of specialization.

Interpersonal skills using tact, patience and courtesy.

Record-keeping and report preparation techniques.

Oral and written communication skills.

Business mathematics.

ABILITY TO:

Plan, organize, and participate in the daily health and welfare benefits program activities.

Assure compliance with federal and state laws and regulations.

Supervise, train and evaluate the performance of assigned staff.

Explain health plan coverage to employees.

Interpret, apply and explain rules, regulations, policies and procedures.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Maintain confidentiality of sensitive and privileged information.

Arrange and conduct enrollment interviews, seminars and orientations.

Make arithmetic calculations quickly and accurately.

Communicate effectively both orally and in writing and present oral and written reports and findings to diverse audiences.

Establish and maintain effective working and cooperative relationships with others.
Meet schedules and time lines.
Plan and organize work.
Prepare and maintain a variety of technical records and reports.
Operate standard office equipment including a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in business, public or human resources administration or a related field; and five years of responsible experience, including two years of lead or supervisory experience, in health care, health insurance or related human resources environment.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person or on the telephone.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to reach computer equipment.
Seeing to view a computer monitor.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224