

Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Human Resources Specialist/Benefits	Management Team Confidential	Range: 8.0

JOB DESCRIPTION:

Under direction, coordinates the District's fringe benefits programs, researches and analyzes information regarding benefits; plans, organizes and coordinates related activities regarding the administration of medical, dental, vision and life insurance benefits activities.

SCOPE:

The Human Resources Specialist/Benefits coordinates and processes medical, dental, vision and life insurance fringe benefits activities for all eligible Faculty, Management and Classified employees of the College District.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

1. Coordinates and administers benefits programs such as life, health, dental and vision.
2. Assists the Director with contract negotiations and union grievance issues as they relate to benefits, including conducting research or by analyzing other plans, surveys, and other sources or information.
3. Serves as the campus resource for questions regarding the District's fringe benefit programs.
4. Distributes information on and explains benefits programs such as retirement, pension, health and life plans to employees and dependents.
5. Investigates and resolves questions regarding delivery and payment for services by contacting health care professionals and other service providers, benefit plan providers, and employees; supports Health Care providers in implementing new billing and service procedures.
6. Verifies and completes benefits enrollment forms and sends to benefit plan providers and other plan administrators.
7. Reviews reports from plan providers to verify accuracy and resolve differences.
8. Maintains files of enrollment forms and other documentation.
9. Enters and maintains benefits data on a computerized human resources information system; compiles and balances benefit statistics on a monthly basis, or as needed, including creating and reconciling benefit spreadsheets.
10. Plans, organizes and coordinates the annual open enrollment period and processes benefit plan transfers/changes.

HUMAN RESOURCES SPECIALIST/BENEFITS

11. Assists employees in planning retirement benefits and completing associated paperwork. Responds to retirees' questions regarding their benefits, and coordinates any changes in their status. Investigates and verifies criteria for Early Retirement and Pre-Retirement Reduced Workload applicants, and medical stipends.
12. Produces reports of benefit enrollment, benefit deductions, and plan participation, and coordinates subsequent actions with the Payroll and Accounting departments as appropriate.
13. Enrolls new employees in benefit plans and provides benefits orientations.
14. Processes status changes and reviews claims, as well as monitoring COBRA benefits in compliance with federally mandated law.
15. Produces invoices for payment, and forwards premium payment checks to providers on a monthly basis.
16. Researches and develops written materials and presents benefit plan changes and new benefit programs to employees.
17. Performs all other aspects of benefits administration to include claims resolution, change reporting, approving invoices for payment, and communicating benefit information to employees.
18. Participates as a standing member of the District's Fringe Benefits Committee.
19. Collects Medicash enrollment forms, verifies eligibility, and maintains spreadsheet of participants on an annual basis.

KNOWLEDGE OF:

1. Policies, procedures, and regulations pertaining to insurance and benefits in a public sector organization.
2. Mathematical and/or statistical analysis.
3. Computer skills such as word processing, spreadsheets, email and database software.

ABILITY TO:

1. Organize and analyze data and utilize appropriate problem-solving skills.
2. Communicate effectively in writing and orally.
3. Work with complex detail accurately.
4. Perform mathematical calculations accurately.
5. Effectively present information and respond to questions from faculty, staff, managers and the general public with a wide variety of personalities and cultural backgrounds.
6. Demonstrate sensitivity to, and respect for, a diverse population.

HUMAN RESOURCES SPECIALIST/BENEFITS

QUALIFICATIONS:

A combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

An earned Associate's degree or education with coursework equivalent to an Associate's degree.

Experience:

Increasingly responsible experience in performing highly complex clerical and technical functions in the area of personnel administration or human resources.

Keyboarding skills sufficient to produce own correspondence and reports; ability and willingness to learn word processing on the District's system.

Experience with spreadsheet software and ability to manipulate data on spreadsheets (preferred).

SUPERVISION RECEIVED:

The Human Resources Specialist/Benefits performs assigned duties under general supervision of the Assistant Director, Human Resources.

SUPERVISION EXERCISED:

The Human Resources Specialist/Benefits provides benefits activities for the District for all eligible Faculty, Management and regular Classified positions and may serve as a lead worker to other confidential and classified employees in the area, may supervise or coordinate the work of STNC's or student employees.

Board Approved: 02/12/02

Revised: 03/04/09