



Our Children, Our Schools, Our Future!

Jurupa Unified School District

BENEFITS TECHNICIAN

DEFINITION

Under direction, performs difficult clerical and record keeping tasks in support of the District's insurance and other benefit plans for district employees and dependents; provides information to and answers questions for district employees, other agencies, and the public as needed; performs other related duties as required. This job class is distinguished from other positions within the Business Services Division due to the specific knowledge required of employee benefits packages and a working knowledge of procedures for record keeping and general accounting.

ESSENTIAL JOB FUNCTIONS

- Provides explanation of benefits to new and current employees, and assists them in completing forms and applications.
- Processes claims and maintains files for disability insurance and life insurance, Tax Sheltered Annuities, Workers' Compensation, and other benefits.
- Maintains records of employee deductions and makes payments to proper companies.
- Submits billings for payment on employee fringe benefits.
- Acts as liaison with employee insurance carriers, other agencies, and designated individuals.
- Files records of claims and completes cancellation forms upon employee termination of services including processing of COBRA records and correspondence.
- Communicates with physicians, hospitals and employees regarding claims including Worker's Compensation claims.
- Maintains employee voluntary deduction records and deposits.
- Reviews and verifies employee enrollment, insurance changes and/or claim reports.
- Performs mathematical calculations in the preparation of reports and billings.
- Keeps master data files and monthly insurance reports.
- Reconciles voluntary deduction warrants with statements.
- Provides annual membership lists and related statements and reports for agencies and individuals as required.

OTHER JOB FUNCTIONS

- Performs other related duties as required.

DESIRABLE QUALIFICATIONS

Knowledge of:

Basic methods, terminology and practices of bookkeeping, payroll and financial record keeping;
General office practices and the operation of office machines;
Arithmetic, filing and records checking;
Basic computer operation.
Follow oral and written instructions;
Complete routine tasks willingly;
Remain flexible under the pressure of a heavy workload and critical deadlines;

BENEFITS TECHNICIAN

Ability to (continued):

Work with a minimum of supervision;
Prepare accurate statistical reports and perform other detailed clerical work as needed;
Read and understand employee fringe benefit information;
Make mathematical calculations and verify computations with speed and accuracy;
Apply district policies, regulations and procedures judiciously;
Perform general and statistical detail work;
Establish and maintain effective working relationships with others.
Read and comprehend handwritten or typed documents, and the display screen of office machines;
Communicate effectively;
Sit for sustained periods of time;
Work on more than one task at a time;
Concentrate on current task in spite of distractions in an active, busy environment;
Deal with hostile, emotional, ill or angry persons in an effective manner;
Efficiently and effectively operate office machines, including a computer with keyboard and monitor, for sustained periods of time;
Demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy;
Maintain regular, steady attendance.

Skills:

Typing: 45 wpm
Ability to operate calculator, adding machine, computer and other office machines.

Experience:

Two years of clerical experience in a position requiring a basic knowledge of accounting, payroll, and/or fiscal record keeping procedures and terminology.

Education:

Graduation from high school, preferably including or supplemented by courses in financial record keeping.

Personal Qualities:

Affinity for accuracy, willingness to accept responsibility, maturity, pleasant and friendly demeanor, and the ability to work effectively under pressure with frequent interruptions.

Personnel Services
June 30, 2000

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