

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CONFIDENTIAL POSITION

JCN: 130  
RANGE: 145  
NON-EXEMPT

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### BENEFITS SPECIALIST

#### BASIC FUNCTION:

Under the direction of the Executive Director, Human Resources and assigned supervisor, perform a variety of technical duties in the preparation and maintenance of benefit programs, attendance reporting, leaves of absence and related functions for the Office of the Fresno County Superintendent of Schools (FCSS); initiate and maintain records, forms, reports, billings and correspondence for the FCSS health and welfare plans including eligibility, enrollment, data collection and record-keeping; serve as a resource and provide consultation to management, supervisory, confidential, classified unrepresented, certificated and classified employees and retirees concerning benefit programs and related policies and procedures.

#### REPRESENTATIVE DUTIES:

##### ESSENTIAL DUTIES:

- Assist Benefits Analyst with coordination of activities for annual open enrollment for employees and retirees, as assigned; process new and current employees and retirees for enrollment into health and welfare benefit plans; make dependent changes or other status changes to benefit coverage according to policy; adjust benefit and personnel related records and billing in an accurate, timely manner.
- Assist with planning and scheduling personnel related meetings, workshops, and in-services; prepare and send notices of meetings; reserve facilities; collect and compile information for meetings, projects, and workshops; take, transcribe and distribute minutes, as assigned; assist with set up and breakdown for meetings, workshops and activities, as assigned.
- Assist with the preparation, maintenance and storage of hard copy and electronic personnel records related to assigned benefit programs, forms, reports, billing, and financial activity.
- Assist with the processing of workers' compensation claims, benefit enrollment, insurance, and other forms for various employee benefit programs; enroll employees in county office benefit programs according to established standards, practices, requirements and procedures.
- Assist with the coordination of activities for post-offer employment and return-to-work physical examinations.
- Assist employee and retiree beneficiaries with life insurance and accidental life claim inquires.
- Assist in the development and maintenance of reports, confidential queries, and information utilized by the FCSS negotiating team; work with Human Resources Division administration, and Benefits Analyst in the preparation of tentative bargaining unit agreements in support of proposed benefits, leaves of absence from duty and/or other elements of negotiations proposals.
- Collect and post retiree premium payments; compute and maintain records of retiree premium costs; verify retiree health coverage for Medicare enrollment; coordinate with Benefits Analyst on retiree notification for non-payment of premiums; initiate late premium notices.
- Communicate with county office personnel and various outside agencies to exchange information; maintain confidentiality of sensitive and privileged information.
- Compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda, and other materials; duplicate and distribute a variety of materials; prepare and disseminate mailings as directed.
- Input and update employee records and a variety of other data into an assigned computer system; establish and maintain various automated records and files; initiate queries and

generate a variety of computerized reports; ensure accuracy and timeliness of input and output data; process purchase orders as assigned.

- Maintain accurate and up-to-date manual and electronic records of benefit plans, billing, and participant data.
- Participate in a variety of assigned activities such as, preparing, assembling, and distributing a variety of personnel- related packets.
- Prepare, submit and audit monthly benefit payments and billing to insurance vendors according to established policies and procedures; maintain positive relations with assigned providers.
- Process employee attendance according to established policies and procedures; compile related information and purge employee records and files; calculate and forward related information to payroll.
- Review, provide data and recommendations to ensure compliance with all applicable laws, regulations, policies and provisions of collective bargaining unit agreements.
- Serve as a technical resource to county office employees concerning employee benefits, workers' compensation, leaves and related functions; respond to inquiries and provide detailed and technical information concerning related laws, codes, rules, regulations, policies and procedures.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility and courtesy.
- Maintain a safe work environment.
- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function, or instructional area.
- Work collaboratively and maintain effective working relationships with others in the course of work in assigned area.

#### **OTHER DUTIES:**

- Ability to work on a flexible schedule as assigned.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel may be required for training within California.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Bargaining unit contracts and salary schedules.
- Employee benefits packages and insurance programs.
- Follow complex oral and written instructions.
- Methods, procedures, and terminology used in benefits administration.
- Personnel office functions, practices, and procedures.
- Strong analytical/problem solving skills.

- Proper English usage, grammar, spelling, punctuation, and vocabulary in all forms of communication.
- State Education Code, local, state, and federal laws, codes, regulations and requirements and county office organization, operations, policies and objectives as related to assigned activities and/or instructional area.
- Theoretical and technical aspects of field of specialty.

**ABILITY TO:**

- Assist in resolving personnel-related issues and concerns with discretion and confidentiality.
- Determine appropriate action within clearly defined guidelines.
- Establish and maintain cooperative and effective working relationships with others.
- Exercise appropriate judgment in making decisions.
- Implement tasks using sound judgment discretion and confidentiality.
- Meet schedules and timelines.
- Perform a variety of technical human resources duties in support of county office employee benefit programs and functions.
- Perform mathematical calculations quickly and accurately.
- Prepare and maintain a variety of manual and automated personnel files, records and reports.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, reasonably regular, punctual attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

**EDUCATION AND EXPERIENCE:**

**EDUCATION**

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's degree in Business Administration, or related field preferred.

**EXPERIENCE:**

- Three years increasingly responsible human resources experience or related field.

**LICENSURE AND OTHER REQUIREMENTS:**

- Valid California driver's license; when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with the County Superintendent.

## **WORKING CONDITIONS:**

### **ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing, and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

### **APPROVED:**

Effective: 06/09/2005

Revised: 01/01/2009; 09/07/2021; 02/17/2022