

JOB DESCRIPTION
Nogales Unified School District #1

SPECIALIST - BENEFITS

Purpose Statement:

The job of SPECIALIST - BENEFITS is done for the purpose/s of processing, insurance claims; resolving insurance benefit problems; providing information to new and current employees, providers and/or administrators; researching providers for administrative review; ensuring employee proof of coverage and accurate billing; and directing other employees as may be required.

This job reports to HUMAN RESOURCES DIRECTOR

Essential Functions

- Assists personnel, beneficiaries and/or insurance providers (e.g. submit insurance/ASRS enrollment, change, beneficiary forms) for the purpose of verifying eligibility, conveying information and processing claims.
- Back-up to the Personnel Specialist for the purpose of ensuring workload is processed in the event of an absence due to vacation and/or illness.
- Communicates insurance information (e.g. billing, rates, coverage, COBRA information) for the purpose of ensuring participants in the health insurance program are aware of their benefits and costs, and answer any questions they may have.
- Distributes documents (e.g. open enrollment packets, new/change forms, fringe benefit packages, flyers, identification cards, etc.) for the purpose of providing information and proof of insurance coverage/s.
- Enrolls new employees (e.g. benefits) for the purpose of providing information regarding employee benefits and practices and processing employee benefit paperwork.
- Initiates bank deposits for the purpose of recording individual and organizational insurance payments to maintain accurate records.
- Maintains a variety of benefit information in secure cabinets (e.g. provider contracts, claim files, employee records, HIPPA files, insurance files, ASBAIT informational files, billing statements, workman's compensation records, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Maintains database (e.g. ABRA) for the purpose of ensuring health and benefit related information is recorded in an accurate and timely manner.
- Monitor leave of absences for the purpose of ensuring that employees who qualify for family medical leave are informed of such, and record/track leave of absences in the data base.
- Participates in meetings, workshops and seminars as assigned (e.g. Insurance meetings, safety committee meetings) for the purpose of conveying and/or gathering information required to perform functions.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Process disability claims (e.g. short and long-term) for the purpose of ensuring employees are aware of their benefits and receive assistance with the filing process.
- Process monthly insurance premiums (e.g. cobra and retiree) for the purpose of collecting monthly insurance premiums.
- Processes personnel paperwork (e.g. applicants, employees, volunteers) for the purpose of ensuring that individuals who are employed/terminated are processed correctly and accurate information and data is maintained in the file and database.
- Processes workman's compensation claims for the purpose of work related injuries are accurately reported and processed in a timely manner.

- Provides excellent customer service to applicants, volunteers, employees and community members for the purpose of ensuring questions, inquiries and concerns are handled in a friendly and efficient manner.
- Provides orientation to new personnel (e.g. employment packages, etc.) for the purpose of employees being knowledgeable of current practices and administrative processes.
- Reconciles billing statements with database (e.g. health, dental, vision, ASRS, TSA's, etc.) for the purpose of ensuring accurate enrollment, payment information and complying with contract provisions.
- Resolves conflicts with insurance providers (e.g. liaison and intermediary) for the purpose of verifying eligibility, conveying information and processing claims.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Maintains adequate levels of office supplies for the purpose of ensuring products are on hand for use by the department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records, using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: business telephone etiquette, standard office software, concepts of grammar and punctuation, keyboarding, office methods and procedures, pertinent codes, policies, regulations and/or laws, bilingual (english/spanish) helpful

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups, maintaining confidentiality, working with detailed information/data, working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education Targeted job related education that meets organization's prerequisite requirements.

Required Testing

None specified

Certificates & Licenses

None Required

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Job description available upon request

Salary Grade

Classified 6