

**FRESNO UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Coordinator I, Benefits	<b>REPORTS TO:</b>	Director, Benefits and Risk Management
<b>DEPARTMENT:</b>	Benefits and Risk Management	<b>CLASSIFICATION:</b>	Management
<b>FLSA:</b>	Exempt	<b>WORK YEAR:</b>	Varies
<b>BOARD APPROVAL:</b>	July 28, 2010	<b>SALARY:</b>	E-20/Management Salary Schedule

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**(Former Classification: Chief Safety Officer/Benefits Coordinator)**  
**BASIC FUNCTION:**

Accountable for improving student achievement through the effective management of an assigned area; coordinate and oversee the daily operations of the department to provide timely delivery of high quality services; provide information and advice health plan members regarding health plan benefits, utilization and interpretation of the health plan document to ensure compliance; direct operations of benefits services for District employees; supervise, train, provide clear work direction and evaluate the performance of assigned staff to provide timely delivery of high quality services.

**REPRESENTATIVE DUTIES: (Persons employed in this position may perform any combination of the essential functions shown below (E). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.**

Plan, coordinate and manage an assigned department program or programs to ensure protocols and procedures are observed and complied; receive escalated employee/member complaints and review and resolve issues. *E*

Communicate in a timely and professional manner with other administrators, District personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information. *E*

Provide technical expertise regarding assigned functions; prepare, gather, compile, and analyze data relative to program area; make timely recommendations for programmatic changes to area under supervision. *E*

Assist with coordinating policies and procedures designed to promote and maintain collaborative relationships and understanding between the school, districts, families and community. *E*

Provide information and advice to school site personnel regarding health plan features, costs and enrollment; provide instruction and conduct a variety of presentations to ensure comprehension of programs. *E*

Oversee and coordinate inter-department correspondence and communications; coordinate payroll, benefits, fiscal and personnel communications. *E*

Analyze the types and levels of services in assigned area; develop recommendations for the most effective organization structures, functions, staffing, and use of other resources *to accomplish stated goals.* *E*

Prepare and maintain a variety of evaluative and statistical reports related to assigned activities. *E*

Communicate with District administrators, departments and outside organizations to coordinate activities, resolve issues or concerns and exchange information. *E*

Supervise employees, evaluate performance and provide for training and development of employees in support of professional learning. *E*

Attend and/or participate in workshops, meetings and other gatherings related to health benefits; prepare reports related to assigned programs, compose correspondence and maintain records. *E*

Manage billing, accounts receivables and eligibility file interfaces related to retiree benefits program; coordinate with CalPERS and CalSTRS related to respective agency requirements for file transfer and deduction protocols and update processes as necessary; ensure file transfers and eligibility reports are timely and accurate to meet the needs of employees/members. *E*

Manage Medicare Retiree Drug Subsidy Program applications including but not limited to submittal of annual application, coordination of cost reporting, eligibility, payment requests, reconciliation, and application closeout. *E*

Manage and coordinate annual disbursements as related to Defined Benefits Program for part-time employees, such as, coordination with other departments, engagement of actuary services, employee communications and distribution of earned employee payouts. *E*

May assume the duties of the Director in the absence of the Director in support of providing timely delivery of high quality services to meet the needs of students, families and staff. *E*

Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business administration, finance, accounting or five years of experience in a related field of work including at least three years increasingly responsible supervisory experience in employee benefits.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Planning, organization and direction of the Benefits functions.
- Laws, rules and regulations related to assigned activities.
- Industrial hygiene procedures.
- Operation of a computer to enter data, maintain records and generate reports.
- Accurate record-keeping techniques.
- Interpersonal skills using tact, patience and courtesy.
- Labor Relations law and employee contracts.
- Oral and written communication skills.
- Public speaking techniques.
- Health and safety regulations.
- Technical aspects of field of specialty.
- District organization, operations, policies, objectives and goals.

**ABILITY TO:**

- Direct operations of benefits services for District employees.
- Maintain current knowledge of trends in the assigned field to develop programs and administer training.
- Maintain records and prepare reports.
- Analyze situations accurately and adopt an effective course of action.
- Work independently and effectively with little direction.
- Establish and maintain cooperative and productive working relationships with a diverse range of people.
- Read, comprehend interpret, apply and explain rules, regulations, policies and procedures.
- Observe health and safety regulations.
- Demonstrate loyalty and high ethical standards.

- Provide direction and support to directors, coordinators, and staff in support of district goals and initiatives.
- Learn new or updated computer systems and/or software programs to apply to current work.
- Establish and maintain cooperative and productive working relationships with a diverse range of people.
- Design an effective system of reporting progress and monitoring results.
- Think outside the box and develop new methods or solutions inspiring others to reach a common goal.
- Communicate, understand and follow both oral and in written directions effectively.
- Prepare comprehensive narrative and statistical reports.
- Negotiate skillfully in difficult situations and create solutions to promote compromise.
- Supervise and evaluate the performance of assigned staff.
- Plan and organize work to meet schedules and times.
- Communicate using patience and courtesy in a manner that reflects positively on the organization.
- Actively participate in meeting District goals and outcomes
- Apply integrity and trust in all situations.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor environment; driving a vehicle to conduct work; occasional contact with dissatisfied individuals; constant interruptions.

**PHYSICAL ABILITIES:**

With reasonable accommodations, if necessary, climbing during inspections; sitting or standing for extended periods of time; lifting heavy objects; walking over rough or uneven surfaces during inspections; seeing to conduct inspections; hearing and speaking to exchange information and make presentations; reaching overhead, above the shoulders and horizontally, bending at the waist or kneeling to retrieve supplies or other materials.

Fresno Unified School District is an Equal Opportunity and reasonable accommodations are made under the Americans with Disability Act as required by law.

***E=Essential Functions***

**APPROVALS:**

Kim Mecum Associate Superintendent, Division of Human Resources/Labor Relations	Date
Michael E. Hanson Superintendent  Coord I,Benefits.my	Date