

FRESNO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Supervisor, Benefits	REPORTS TO:	Director, Benefits and Risk Management
DEPARTMENT:	Benefits & Risk Management	CLASSIFICATION:	Supervisory
FLSA:	Non-Exempt	WORK YEAR:	Varies
BOARD APPROVAL:	July 28, 2010	SALARY:	S-35/Supervisory Salary Schedule

BASIC FUNCTION:

Plan, supervise, oversee and assist the Director with the daily operations of the Benefits office to provide timely delivery of high quality services; maintain accurate records of eligibility enrollments; train, supervise, evaluate and provide clear expectations to assigned staff.

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, oversee, prioritize, and assist the Director with the daily activities and functions of the Benefits office to ensure timely delivery of services. *E*

Authorize release of medical daily claims and maintain related records; provide for proper payment of dental, vision and life insurance claims. *E*

Maintain accurate records of eligibility enrollments; resolve eligibility discrepancies. *E*

Interpret and explain benefits coverage, District policies and procedures, Medicare and other benefit-related information to employees and others as requested. *E*

Train, supervise, evaluate and provide clear expectations to assigned staff. *E*

Provide for timely payment of administration fees to various plan vendors including dental, life, and vision to ensure timely delivery of high quality service; complete billing statements as appropriate. *E*

Review and provide a variety of reports to ensure accuracy and completeness; make corrections and adjustments as necessary. *E*

Create, update and maintain new health benefit deduction plan; establish procedures and coordinate communications with appropriate District departments to ensure comprehension. *E*

Operate various office equipment including but not limited to a computer, typewriter and calculator. *E*

Communicate and work collaboratively with various District staff, insurance companies and other outside organizations to exchange information, coordinate activities and resolve issues or concerns in a timely manner. *E*

Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work in business or related field and four years increasingly responsible benefits experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Current Federal health care regulations.
Current laws, rules and applicable sections of the State Education Code related to assigned activities.
Eligibility requirements and District benefit packages.
Report writing techniques.
Current office practices, procedures and equipment.
Operation of a computer, typewriter, calculator and standard office equipment.
Interpersonal skills using tact, patience and courtesy.
Policies and objectives of assigned program and activities.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Principles and practices of supervision, training, and providing work direction.
District organization, operations, policies, objectives and goals.

ABILITY TO:

Plan, organize, oversee and assist the Director with the activities and functions of the benefits office.
Maintain complete and accurate records of eligibility enrollments.
Train, supervise, evaluate, and provide clear expectations to assigned staff.
Determine appropriate action within clearly defined guidelines.
Plan and organize work to meet schedules and timelines.
Add, subtract, multiply and divide quickly and accurately.
Establish and maintain cooperative and effective working relationships with a diverse range of people.
Read, understand, interpret, apply and explain rules, regulations, policies and procedures.
Work confidentially and independently with little direction and many interruptions.
Learn new or updated computer systems/programs or skills to apply to current work.
Communicate, understand, and follow both oral and written directions effectively.
Communicate using patience and courtesy in a manner that reflects positively on the organization.
Assist in sustaining and monitoring the financial viability of the district.
Actively participate in meeting District goals and outcomes.
Apply integrity and trust in all situations.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; excessive intermittent noise; occasional contact with dissatisfied individuals; repetitive activities.

PHYSICAL ABILITIES:

With reasonable accommodations, if necessary, hearing and speaking to exchange information and train personnel; seeing to read various documents; sitting for extended periods of time; dexterity to operate a computer and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

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

E=Essential Functions