

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Employee Benefits Technician	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Office-Technical)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	0589	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Compensation and Employee Benefits	<b>SALARY:</b>	Range 45 Salary Schedule C
<b>REPORTS TO:</b>	Assigned Supervisor	<b>BOARD APPROVAL:</b>	05-28-91
		<b>HR REVISION:</b>	06-21-12

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**BASIC FUNCTION:**

Perform diverse, specialized health benefits duties; coordinate the operational activities related to health insurance plans and benefits for district employees, dependents, and retirees; prepare and maintain accurate benefit records, files, and personal benefit payments; explain and interpret various benefit related information. **E**

**REPRESENTATIVE DUTIES: (Incumbents 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 principle job elements.)**

Implement state and federal laws, such as Comprehensive Omnibus Budget Reconciliation Act (COBRA), and other new legislation that affects the various health insurance plans and benefits offered, such as the Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Medicare. **E**

Reconcile and audit monthly health benefit vendor reports for active employees and retirees. **E**

Explain and interpret various district and federal benefit information including health, life, dental, vision, Medicare, and COBRA coverage to employees and others; assist with death claims; explain benefit policies available to various bargaining units; communicate in person or on the telephone with people requesting information; process district attorney claims. **E**

Gather and compile information from employees, and enter data into a computer; determine payroll benefit deductions, and enter related information according to established procedures. **E**

Receive and verify information from Human Resource Services, Payroll Services, retirement agencies, and health benefit carriers, make adjustments according to established procedures; research and resolve benefit deductions related to employee payroll checks. **E**

Prepare, maintain, process, and submit accurate records and files; track monthly benefits deductions. **E**

Determine eligibility, and enroll or delete employees and/or retirees in basic district plans and programs; utilize the Internet to update benefits eligibility for active employees, retirees, and COBRA. **E**

Coordinate with California State Teachers Retirement System (CalSTRS) and California Public Employees Retirement System (CalPERS) for retiree health insurance deductions; issue and monitor reimbursement checks for CalPERS retirees; build payrolls and reconcile gross-to-net reimbursement checks; manage and monitor direct deposits for retirees. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Compute insurance premiums, and develop rate tables; receive and process checks for COBRA and insurance payments; maintain and monitor personal payment reports for health insurance; generate carrier report, and forward to appropriate department for processing; prepare and distribute overdue account letters. **E**

Determine health benefit eligibility for district approved leave of absence for active employees. **E**

Act as a liaison with governmental agencies and insurance carriers for requested overpayments. **E**

Coordinate open enrollment faire for a wide variety of insurance carriers for active and retired members; prepare and distribute open enrollment letters, arrange for health care vendors to attend, and schedule available location for open enrollment faire. **E**

Prepare and present materials for health benefit orientations, long-term care, and recruitment faires; lift light objects. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate records, reports, lists, and summaries; operate standard office equipment. **E**

Prepare mass mailings to employees and retirees regarding updates, or changes in benefits and state and federal laws. **E**

Gather, organize, and prepare documents for electronic document imaging, and electronically scan and maintain document files. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by course work in bookkeeping, accounting, insurance, or related field, and three years of increasingly responsible record-keeping experience.

**LICENSES AND OTHER REQUIREMENTS:**

Overall scores in computer software testing program preferred as follows:

- Keyboarding.....50 Correct WPM
- Word.....75% Overall Score
- Excel / Access .....75% Overall Score

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Voluntary deductions and various district benefits.
- Local, state, and federal laws, policies, guidelines, rates, and regulations related to health benefits.
- Operation of a computer, related software programs, and standard office equipment.
- Preparation of financial reports and schedules.
- Effective time management.
- Computer-assisted accounting, personnel, budget, and payroll systems.
- Preparation, maintenance, verification, and processing of payroll records.
- Policies and objectives of assigned program and activities.
- Current office practices and procedures.
- Customer service techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

**ABILITY TO:**

Perform the basic function of the position.  
Provide information and assure compliance of individual and collective payroll and benefits.  
Prepare and process payrolls and benefits deductions and payments.  
Operate a computer, related software, and standard office equipment.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Work independently with little direction.  
Work confidentially with discretion.  
Meet schedules and time lines.  
Perform computational tasks with speed and accuracy.  
Complete work with many interruptions.  
Maintain records and prepare reports.  
Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.  
Lift light objects according to safety regulations.  
Communicate effectively, both orally and in writing.  
Utilize customer service techniques.  
Establish and maintain cooperative and effective working relationships with others.  
Meet state and district standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:****SAMPLE ENVIRONMENT:**

Office environment; constant interruptions.

**SAMPLE PHYSICAL ABILITIES:**

Sit for extended periods of time; dexterity of hands and fingers to operate a computer keyboard; reach overhead, above the shoulders, and horizontally; bend at the waist or crouch to retrieve files from cabinets and shelves; hear and speak to exchange information in person or on the telephone; see to read various documents related to assigned activities and view a computer monitor; lift light objects.

**SAMPLE HAZARDS:**

Occasional contact with dissatisfied or abusive individuals.