



7. Provide information and interpret benefit plan requirements to plan participants and beneficiaries and assist in resolving benefit issues. Explain, interpret and counsel employees regarding employee benefit plan coverage, eligibility and claims procedures.
8. Prepare COBRA enrollment packets for eligible individuals; prepare and send monthly billing to COBRA enrollees; collect COBRA payments and process payments to the insurance carriers.

**OTHER DUTIES:**

1. Assist with maintaining online employee benefit enrollment data with the various insurance carriers.
2. Coordinate annual benefit fair and benefit orientations, as needed.
3. Provides backup for other department administrative staff.
4. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:****KNOWLEDGE OF:**

1. Various employee benefit plans offered and related enrollment and eligibility procedures.
2. Federal, state and local laws and regulations governing the administration of pre- and post-tax benefit plans.
3. Functions and operation of district HRIS systems and modules.
4. Payroll and accounting principles, audit methods and procedures.
5. Applicable sections of the state education code and other applicable laws.
6. COBRA and HIPPA regulations.
7. Recordkeeping techniques.
8. Principles and practices of sound business communication.
9. District human resources policies, labor contract and working conditions manual provisions.

**ABILITY TO:**

1. Understand, interpret, explain and apply applicable laws and regulations.
  2. Make calculations and tabulations and accurately process and review data.
  3. Maintain confidentiality of district and personnel files and records.
  4. Track statistical information utilizing complex spreadsheets and databases.
  5. Communicate effectively, both orally and in writing.
  6. Operate a computer and standard business software including HRIS systems and databases.
  7. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned individuals.
  8. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
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9. Establish and maintain effective working relationships with all those encountered in the course of work.

**EDUCATION AND EXPERIENCE:**

Graduation from an associate degree program and two years related experience in payroll, human resources or benefits.

**LICENSES AND OTHER REQUIREMENTS:**

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

N/A

**CONTACTS:**

District administrators, faculty, staff, students, applicants and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds. Ability to work at a computer, including repetitive use of a computer keyboard, mouse or other control devices. Ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily business office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; occasional evening, week-end and/or holiday hours required on an as-needed basis.