BENEFITS SPECIALIST
JOB #DEC933
$3,436 - $4,165 per Month

The District pays employee's portion of PERS retirement contribution. This is a classified position subject to a one-year probationary period.

DATE POSTED: March 17, 2014 100% Position, 12 MONTHS PER YEAR
CLOSING DATE: April 7, 2014
POSITION LOCATION: Anaheim Campus – Human Resources/Benefits
SCHEDULED SHIFT: 8:00 a.m. – 5:00 p.m.; Monday – Friday
(Schedule and shift are subject to change in accordance with department needs.)
STARTING DATE: As soon as possible

TYPICAL DUTIES
This position is responsible for performing a variety of complex and technical duties in the administration of the District's Employee Benefits Program. Assist with the day-to-day administration of the District's employee benefit program, including medical, dental, vision, group insurance, and tax sheltered annuities; ensure compliance with COBRA and other applicable government regulations; process employee benefit election forms, additions and change requests and provide appropriate follow-up communication. Verify eligibility and process adjunct faculty health premium reimbursements. Assist in the coordination of open enrollment activities and other benefits-related events. Extract and compile data from information systems; prepare and maintain statistical files, reports, documents and spreadsheets pertaining to the employee benefits program; ensure files and records are up to date, in order, accurate and properly documented, utilizing word processing and spreadsheet software; process year end reports. Verify, audit, and reconcile invoices and process payments in accordance with schedules and timelines. Prepare and process payroll deduction forms and coordinate deductions with the Payroll Department; ensure timeliness and accuracy of payroll deductions and make corrections and adjustments as necessary. Research and resolve problems related to the employee benefit program; determine benefits eligibility effective dates, and services covered for employees; respond both orally and in writing to inquiries regarding the benefits program. Assist employees and retirees with benefit-related matters; explain benefit provisions; arrange and conduct employee information presentations including benefits orientations for new employees; respond to inquiries from employees, retirees, dependents, and external agencies regarding benefits programs. Coordinate, administer and track leaves of absence; monitor and track leave of absences and follow up on required paperwork such as medical certifications, requests for extended leaves, and other required information; maintain contact with employees on leave to monitor progress and prompt return to work date. Prepare correspondence, and other written materials as required; develop, update and maintain forms, documents, records and materials necessary for implementation of benefits programs and communication of benefits information to employees; ensure timely distribution and delivery of materials; receive and route mail. Monitor, track and analyze workforce data; prepare reports to maintain compliance with Affordable Care Act requirements. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS
Education and Experience: High school diploma or equivalent AND minimum two (2) years in human resources and/or benefits administration.

Ability to: Process data and documents in accordance with prescribed procedures; audit and reconcile benefits billings; review processes and information to identify discrepancies and deviating circumstances; learn and apply benefits program in a fair and objective manner; make arithmetic calculations quickly and accurately; operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.; interpret, apply and explain rules, regulations, policies and procedures; analyze situations accurately and adopt an effective course of action; plan, organize and prioritize work; work independently with little direction; work confidentially with discretion; meet schedules and time lines;
understand and follow oral and written directions; communicate, both orally and in writing; establish and maintain effective working relationships with others; understand scope of authority in making independent decisions.

**Knowledge of:** District and county policies and practices with respect to employee benefits; employee benefits programs and procedures; policies and laws necessary to process benefit-related documents; record keeping techniques; correct English usage, grammar, spelling, punctuation, and vocabulary; applicable computer software.

**Licenses and other requirements:** Position requires a valid California Driver’s License. Incumbent may be required to travel off site for business reasons. All employees driving personal, leased, or district-owned vehicles for District related activities must certify possession of a valid California Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0).

**WORKING RELATIONSHIPS**
The Benefits Specialist maintains frequent contact with District employees, retirees, accounting, payroll and human resources personnel, benefits providers and benefits third party administrators.

**WORKING CONDITIONS**
District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; occasional travel to other locations to attend meetings or conduct work.

**APPLICATION PROCEDURE**

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<tr>
<th>Applicants MUST submit the following items:</th>
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<tr>
<td>1) <strong>DISTRICT CLASSIFIED APPLICATION REQUIRED</strong></td>
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<td>Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.</td>
</tr>
<tr>
<td>2) <strong>Copy of valid California Driver’s License:</strong></td>
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<tr>
<td>Must be submitted with application. Applications submitted without a copy of California Driver’s License will be deemed incomplete and will not be considered.</td>
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Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference Job #DEC933, Benefits Specialist in all correspondence. The District will not return or make photocopies of application materials. It is the applicant's responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission. **THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.**

Mail or deliver your application packet in person to:

North Orange County Community College District  
Human Resources, 9th Floor  
1830 West Romneya Drive  
Anaheim, CA 92801-1819

**APPLICATION DEADLINE**
Completed applications must be received in the Human Resources office on or before April 7, 2014, 5:00 p.m. (Postmarks will not be honored.) Application materials received after the deadline date will not be considered. The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.

Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.