

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Benefits Specialist	Range:	36 (CL)
Date Revised:	February 2014	Date Approved:	

PRIMARY PURPOSE

This position is responsible for performing a variety of complex and technical duties in the administration of the District's Employee Benefits Program.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Assists with the day-to-day administration of the District's employee benefit programs, including medical, dental, vision, group insurance, and tax sheltered annuities; ensures compliance with COBRA and other applicable government regulations; processes employee benefit election forms, additions and change requests and provides appropriate follow-up communication. Verifies eligibility and process adjunct faculty health premium reimbursements. Assists in the coordination of open enrollment activities and other benefits-related events.
2.	Extracts and compiles data from information systems; prepares and maintains statistical files, reports, documents and spreadsheets pertaining to the employee benefits program; ensures files and records are up to date, in order, accurate and properly documented, utilizing word processing and spreadsheet software; processes year end reports.
3.	Verifies, audits, and reconciles invoices and processes payments in accordance with schedules and timelines.
4.	Prepares and processes payroll deduction forms and coordinates deductions with the Payroll Department; ensures timeliness and accuracy of payroll deductions and makes corrections and adjustments as necessary.
5.	Researches and resolves problems related to the employee benefit program; determines benefits eligibility effective dates, and services covered for employees; responds both orally and in writing to inquiries regarding the benefits program.
6.	Assists employees and retirees with benefit-related matters; explains benefit provisions; arranges and conducts employee information presentations including benefits orientations for new employees; responds to inquiries from employees, retirees, dependents, and external agencies regarding benefits programs.
7.	Coordinates, administers and tracks leaves of absence; monitors and tracks leave of absences and follows up on required paperwork such as medical certifications, requests for extended leaves, and other required information; maintains contact with employees on leave to monitor progress and prompt return to work date.
8.	Prepares correspondence, and other written materials as required; develops, updates and maintains forms, documents, records and materials necessary for implementation of benefits programs and communication of benefits information to employees; ensures timely distribution and delivery of materials; receives and routes mail.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

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10. Performs related duties as assigned.

OTHER FUNCTIONS

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.

EDUCATION AND EXPERIENCE

High school diploma or equivalent. Minimum two (2) years experience in human resources and/or benefits administration.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of District and county policies and practices with respect to employee benefits
Knowledge of employee benefits programs and procedures
Knowledge of policies and laws necessary to process benefit-related documents
Knowledge of record keeping techniques
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of applicable computer software
Ability to process data and documents in accordance with prescribed procedures
Ability to audit and reconcile benefits billings
Ability to review processes and information to identify discrepancies and deviating circumstances
Ability to learn and apply benefits program in a fair and objective manner
Ability to make arithmetic calculations quickly and accurately
Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to work independently with little direction
Ability to work confidentially with discretion
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate, both orally and in writing
Ability to establish and maintain effective working relationships with others
Ability to understand scope of authority in making independent decisions

SPECIAL REQUIREMENTS

Valid California Driver's License

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.