DEFINITION

Under general supervision of the Director of Personnel/ Human Resources or his/ her designee, performs a variety of technical and professional activities in support of a centralized personnel system, including developing employee benefits related programs, systems and procedures; provides information to and advises employees on benefit and employment-related policies and procedures; prepares reports and recommendations; and performs related work as required or assigned.

CLASS CHARACTERISTICS

This single position class is responsible for the day-to-day operation of the District's employee benefits programs and related employment activities. Successful performance of the work requires both organizational skills and written and oral communications skills to ensure that program objectives and requirements are met.

EXAMPLES OF DUTIES  (Illustrative Only)

Plans and organizes the activities of the employee benefits office and coordinates benefits activities with other operating units of the District; interprets and explains benefit and employment-related personnel policies and procedures; provides assistance in maintaining cost effective benefits programs; assists with labor relations programs and negotiations by gathering data and making recommendations and acting as a resource during labor negotiations; develops operating procedures for effective processing and controlling of benefits programs; maintains data on benefit usage and costs; analyzes and monitors informational and budget data and prepares related reports as requested; informs employees on the use of benefits; acts as liaison with insurance carriers and administrators to resolve problems and to ensure contract compliance for employee services; drafts benefit and safety-related procedures and assists in designing benefit informational brochures; develops and conducts benefit information programs such as new employee orientations, retiree benefit plan updates, etc.; monitors, coordinates and tracks employee medical leaves of absence and workers' compensation claims ensuring compliance with relevant laws, rules and regulations; coordinates appropriate benefit and leave record information with other units of the college, including payroll; advises departments on modifications to accommodate employment for light duty assignments; coordinates and processes workers' compensation claims and participates in discussions on claims including consultation with management, employees and providers; participates on college safety committee
committees; gathers, compiles data, and prepares reports; responds to questionnaires, surveys and requests for information; prepares and maintains employee records related to assigned duties; responsible for monitoring legislative and legal changes in area of responsibility and ensures compliance; directs the work of support staff on a project or day-to-day basis; assists the Personnel Specialist/Compliance Officer with compliance and analyst-related duties and assignments; and performs related duties as required or assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public personnel administration
- Basic functions and structure of a community college or similar educational setting
- Federal and state laws and regulations related to employee benefits, workers' compensation, and safety
- Standard office practices and procedures, including basic business data processing applications
- Analytical and research methods
- Basic supervisory principles and practices

Skill in and ability to:

- Analyze technical information, evaluate alternatives and make sound recommendations
- Exercise sound judgment within established guidelines
- Plan and organize programmatic responsibility in assigned areas
- Direct the work of others on a project or day-to-day basis
- Maintain confidentiality of information
- Interpret and apply laws, regulations and policies
- Research and prepare clear, concise and effective written reports, recommendations, correspondence and other materials
- Establish and maintain accurate records and files
- Make accurate mathematical and statistical calculations
- Operate a personal or on-line computer to enter, edit and retrieve data and generate reports
- Establish and maintain effective working relationships with those contacted in the course of the work
Education and experience:

A typical way of gaining the knowledge, skills and abilities outlined above is:

Equivalent to graduation from a four-year college or university with major coursework in business or public administration, psychology, industrial relations or related field and three years of benefit related experience in a personnel or insurance setting. Experience in a personnel or insurance function which has provided the knowledge and skills outlined above may be substituted for the education on a year-for-year basis, to a maximum of two years. Experience in a public agency or educational setting is desirable.

Adopted: July 7, 1997
Updated: February 14, 2000