

Escondido Union High School District Job Description

Job Title: Supervisor of Employee Benefits and Information
Employee Unit: Supervisor
FLSA Status: Exempt
Salary Level: Range 29
Approved By: Governing Board
Approved Date: May 19, 2015

NATURE OF WORK:

Supervises the entry of employee data entered through the Human Resources department. Coordinates and is responsible for various employee and retiree benefit plans such as life, health, dental, and disability insurances, retirement plans, bargaining unit memberships by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Reconciles billings from vendors, investigates discrepancies, provides information in non-routine situations, and facilitates timely paying of bills for benefits package.

Reconciles enrollment forms and billings to employee records (e.g. COBRA, disability, retirement, health, FMLA, etc.) for the purpose of ensuring accurate eligibility and payment information and complying with contract provisions.

Maintains benefit records for all eligible employees and retirees.

Maintains records for Flex-25 plan.

Adjust payroll to accommodate employee requested adjustments such as Flex 25, Tax Sheltered Annuities, Employee Association dues and service fees, and partial insurance benefits payments.

Maintains records of dues/service fees for both bargaining units.

Bills retirees who pay partial benefits costs, employees on leave and former employees on COBRA.

Coordinates Open Enrollment.

Reviews payroll to ensure accuracy of deductions.

Provides reports, comparative data, projections as needed, and in response to requirements from regulatory agencies.

Maintain confidentiality guidelines under HIPPA laws.

Coordinates with the Personnel Technicians to oversee and ensure accuracy of employee data input.

Participates in the employee evaluation process.

Supervises and monitors the eligibility measurement period for all employees under the Affordable Care Act.

Leads, manages and organizes district insurance committee meetings.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's degree (B.A) is preferred. Associate's degree (A. A.) or equivalent from two-year college or technical school, or four years related experience and/or training; or equivalent combination of education and experience is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid California Driver's License

KNOWLEDGE OF:

Principles and techniques involved in payroll benefits preparation, monitoring and control; labor contracts and their unique characteristics affecting benefits; school district organization, operations, policies and objectives; record-keeping techniques; applicable sections of the State Education Codes and other applicable laws; correct English usage, grammar, spelling, punctuation and vocabulary; oral and written communication skills; computer applications, including Microsoft Word, Excel, GroupWise; interpersonal skill using tact, patience and courtesy.

ABILITY TO:

Ability to read, analyze, and interpret common technical journals, financial reports, and legal documents; respond to common inquiries or complaints from regulatory agencies or staff/ write reports and provide information in charts, graphs and/or Excel worksheets.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of accounting. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle, or feel objects, tools, or controls. The employee is occasionally required to stand; walk; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move

up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

COMMENTS

The individual assigned to this position must possess accounting skills. Specific abilities required are communicating with diverse groups; meeting deadlines and schedules; maintaining confidentiality; working with constant interruption and working with detailed information and data. Must have a commitment to accuracy and confidentiality. As a representative of the district, must present a professional, helpful service-oriented attitude at all times.