

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
CLASSIFIED JOB DESCRIPTION

BENEFITS TECHNICIAN I/II

DEFINITION

To perform a variety of responsible support duties in the processing of insurance documentation and records; to maintain related recording keeping systems; to act as information source to employees.

DISTINGUISHED CHARACTERISTICS

Benefits Technician I – This is the entry level class to the position. Positions assigned to this class are considered to be in a training capacity and perform the more routine worker's compensation claims processing and benefit management duties. Incumbents are required to have little previous technical experience and are not expected to perform with high levels of independence and judgment on matters related to procedures and work methods. Work is usually supervised while in progress and fits a structure and established pattern within prescribed guidelines. Generally, changes in procedure or exceptions are explained in detail as they arise. Under the flexible staffing concept, incumbents assigned to this class may reasonably expect to progress to the Benefits Technician II class with training, experience and satisfactory job performance.

Benefits Technician II – This is the journey level class in the position. Positions assigned to this class are normally filled from advancement from the Benefits Technician I class or when filled from the outside, require prior worker's compensation and benefits management experience. Work assigned to this class can be distinguished from the lower level by responsibilities which are more varied, technical and complex in nature. Incumbents assigned to this class are expected to operate with initiative and independence within established guidelines and to apply policies and procedures related to the function to which assigned. Appointment to this class required the incumbent be performing the full range of duties with independence and meet the qualification standards of the class.

SUPERVISION RECEIVED AND EXERCISED

Benefits Technician I

Receives immediate supervision from higher level administrative staff.

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT
Benefits Technician I/II (Continued)

Supervision Received and Exercised (Continued)

Benefits Technician II

Receives general supervision from higher level administrative staff. May exercise technical or functional supervisor over other office staff.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Researches injury reports and monitors worker's compensation claims. Prepares warrant requests for attorneys, liability administrators and other vendors. Sets up and maintains appropriate files on employees. Compiles information from a variety of sources. Compiles and tabulates statistical data. Prepares and processes a variety of forms, records, applications, premium payments, COBRA notification, etc. in the support of insurance plans. Acts as liaison between employees and insurance administrators. Performs related duties as assigned.

QUALIFICATIONS

Benefits Technician I

Knowledge and Abilities:

Knowledge of modern office practices, procedures, methods and equipment. Knowledge of spreadsheet and word processing software applications. Ability to establish and accurately maintain a variety of record keeping and filing systems and compile data necessary for report generation. Ability to effectively and tactfully communicate in both oral and written forms. Ability to organize and prioritize assigned functions to successfully meet established timelines. Ability to establish and maintain cooperative working relationships with those contacted in the course of work. Ability to perform a variety of clerical support functions with speed and accuracy.

Experience and Training Guideline

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of general clerical experience

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Benefit Technician I/II (Continued)

Experience and Training Guidelines (Continued)

Training:

Equivalence to the completion of the twelfth grade. Courses in spreadsheet and word processing applications or a demonstrated competency.

Benefits Technician II

In addition to the qualifications for Benefits Technician I:

Knowledge and Abilities:

Knowledge of the methods, practices and terminology used in dealing with Worker's Compensation claims and the health benefits field. Ability to develop and maintain complex spreadsheets. Ability to prepare financial reports and statements.

Experience and Training Guidelines:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of experience specifically related to worker's compensation and health benefits management.

Training:

Equivalence to the completing of the twelfth grade and demonstration competency in the use of advanced spreadsheet and word processing applications.

Reviewed and Agreed to by:

Incumbent: _____ Date: _____

January 2007