



Orange County Department of Education
Human Resources Department
Confidential Class Specification

Class Code: 3115
Date Adopted: February 1, 2010

FLSA Status: Nonexempt
Union Representation: Unrepresented

PRINCIPAL BENEFITS SPECIALIST

GENERAL PURPOSE

Under direction, administers OCDE's employee insurance benefit plans; serves as a technical resource communicating information regarding employee benefits to employees, former employees, administration, management, and benefit providers and performs related work as required

DISTINGUISHING CHARACTERISTICS

Principal Benefits Specialist performs complex, diverse and highly confidential administrative functions in organizing and overseeing the OCDE's health, life, and LTD insurance plans.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists in the design of OCDE's employee insurance benefits plans; implements and administers health benefits programs; and oversees COBRA notification and enrollment.
2. Educates and assists employees in the transition to Medicare.
3. Performs case management functions and serves as an advocate in resolving coverage and cost issues in the best interests of OCDE and employees.
4. Interprets, explains, and educates employees and former employees on the requirements and use of their plan coverage and options.
5. Maintains provider relations; acts as OCDE liaison with insurance carriers.
6. Serves on Health Benefits Review Committee.
7. Prepares, submits, and maintains reports and statistical data related to benefits programs.
8. Administers the IRC Section 125 Plan; interprets Internal Revenue Code and other requirements governing the use and administration of pretax benefit plans.
9. Plans, organizes, and conducts annual benefits program open enrollments and monthly new hire benefits orientation and enrollment processes.
10. Analyzes monthly carrier/provider premium billing statements; identifies and resolves billing discrepancies; and calculates premium payroll deductions.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods, and techniques of benefit program design and implementation.
2. Federal, state, and local laws and regulations governing the administration of insurance benefit plans and maintenance of plan/employee records.
3. Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.
4. OCDE organization, rules, policies, regulations, procedures, and provisions of the Education Code applicable to areas of assigned responsibility.
5. Advanced uses of word processing, spreadsheet, database, and other standard software to create complex documents and materials requiring the interpretation and manipulation of data.
6. Research methods and data analysis procedures.

Ability to:

1. Organize, set priorities, and exercise sound judgment with limited supervision.
2. Interpret, apply, explain, and reach sound decisions in accordance with laws, regulations, rules, and policies.
3. Manage multiple and rapidly changing priorities calmly and efficiently.
4. Organize, research, and maintain complex and confidential office files.
5. Understand and follow written and oral instructions.
6. Communicate clearly and effectively, both orally and in writing.
7. Prepare clear, accurate and concise records, reports, and correspondence.
8. Maintain highly sensitive and confidential information.
9. Deal with sensitive and difficult situations.
10. Establish and maintain highly effective working relationships and others encountered in the course of work.
11. Demonstrate attendance sufficient to complete the duties of the position as required.

Education, Training, and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business, public administration, or a related field; and four years of increasingly responsible experience in the administration of benefits plans.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this job, employees are regularly required to sit, walk, and stand; talk or hear, both in person and by telephone; use hands repetitively to finger, handle, feel, or operate computers and standard office equipment; reach with hands and arms from the waist to at or above shoulder level; bend, stoop, push, pull, grasp, squat, kneel, and twist to open file cabinet drawers, and lift up to 25 pounds from ground, waist, and chest level. Travel over uneven terrain that may include gravel or dirt, carry materials on stairs; some locations may have stairs and will not have elevators.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex and technical data, information, and documents; analyze and solve difficult problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions and/or work under intensive deadlines; and interact with OCDE managers, employees, benefit plan administrators, carriers, and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet.