

TEMPORARY Benefits Technician (Confidential)  
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=251789>

Downloaded On: Jan. 19, 2025 12:14pm

Posted Jan. 17, 2025, set to expire Jul. 23, 2025

<b>Job Title</b>	TEMPORARY Benefits Technician (Confidential)
<b>Department</b>	
<b>Institution</b>	State Center Community College District Fresno, California
<b>Date Posted</b>	Jan. 17, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5935395">https://apptrkr.com/5935395</a>
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<b>Job Description</b>	

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**TEMPORARY Benefits Technician (Confidential)**

**Salary:** \$31.71 - \$39.00 Hourly

**Location:** SCCCD District Office - Fresno, CA

**Job Type:** Temporary

**Division:** DO Human Resources

**Job Number:** 202500010-T

**Closing:**

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### **General Purpose**

Under general supervision, performs responsible and moderately complex technical and administrative support duties related to the District's employee health insurance benefits plans and workers' compensation program; provides information and assistance to District employees and retirees regarding benefit plans and policies; conducts and compiles market surveys used to formulate proposals in the collective bargaining process and performs related duties as assigned.

### **Essential Duties & 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 the District's Benefits Coordinator and other Human Resources Department staff/management by providing administrative and technical support in implementing and administering the District's health and life insurance benefit plans, the long-term disability plan, and the workers' compensation program.
2. Prepares, reviews and processes benefit eligibility and information for employees and retirees; assists with the annual open enrollment process; assists employees and retirees by providing information on and explaining available benefit plan options, benefit plan coverages, eligibility requirements, claim procedures, and enrollment procedures; assists employees in accurate completion of benefit enrollment selections; coordinates with benefit brokers and benefits vendors; inputs employee and retiree health insurance related data into appropriate system, and processes with insurance carriers.
3. Prepares and distributes general benefits communication materials, notices, and plan descriptions; explains IRS codes and other legal/regulatory requirements governing the use and administration of benefit plans; explains to employees benefit plan coverages, eligibility for benefits and claims procedures; verifies employee, dependent and retiree plan eligibility and accurate completion of enrollment forms.
4. Reviews carrier and provider premium billing statements; identifies and resolves billing discrepancies; reconciles District premium contributions against payroll deductions; recommends payment of billing statements; receives and deposits payments from employees and retirees; assists with processing additions of waiver recipients after verifying eligibility; assists with maintaining accurate employee, retiree and waiver recipient records.
5. Serves as liaison and employee advocate with external plan administrators to resolve benefits concerns and coverage/payment problems in the best interests of the employee and the District;

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assists employees or beneficiaries regarding claims, coverage and eligibility issues; makes employee arrangements for premium payments during FMLA, STD and LTD leaves; responds to and ensures District compliance with domestic court orders applicable to benefits participation and cost/garnishment.

6. Assists with the District's ACA compliance efforts; creates monthly and annual ACA trending eligible reports; verifies and processes ACA eligibility and enrollment; assists with the annual IRS and CA FTB reporting.
7. Assists in the administration of the District's workers' compensation plan; monitors claims, updates records, and communicates with physicians and medical facilities to acquire medical certifications for work status reports; reviews and processes employee injury reports; researches and responds to inquiries pertaining to injured workers.
8. Drafts a variety of correspondence, reports and other materials.
9. Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.
10. Supports and participates in the District's collective bargaining process; provides technical input on contract language; conducts surveys, and prepares reports for the collective bargaining process.
11. Prepares and conducts staff training sessions and other presentations to a variety of audiences.

### **OTHER DUTIES**

1. Attends monthly Health Benefits workshop meetings. May assist with scheduling meetings in the Coordinator's absence.
2. Attends/may serve on the Fresno Area Self Insurance Benefits Organization (FASBO)/EdCare Board in the absence of Coordinator.
3. Assists in updating the District's benefits website.
4. Performs related duties as assigned.

### **Employment Standards / Minimum Qualifications**

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **Knowledge of:**

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1. Practices, procedures, methods and techniques of benefit program administration, including eligibility determination, enrollment, claims processing, benefits reporting and insurance/benefit plan recordkeeping.
2. Federal, state/local laws and methods/practices governing the administration benefit plans and maintenance of plan and employee records.
3. Employee benefits plan contract and coverage provisions and requirements.
4. Business mathematics.
5. State of California workers' compensation rules and regulations.
6. The District's collective bargaining process and labor contract provisions Applicable sections of the California Education Code.
7. Health Insurance Portability and Accountability Act (HIPAA), Consolidated Omnibus Budget Reconciliation Act (COBRA), and the Affordable Care Act (ACA),.
8. Principles and practices of sound business communication and proper English usage.
9. Research methods and analysis techniques.
10. Safety policies and safe work practices applicable to the work being performed.
11. Functions and operation of the District's HRIS.

### **Skills and Abilities to:**

1. Understand, explain, apply and ensure compliance with insurance and benefit plan laws, regulations, contract provisions, policies and procedures.
2. Understand, explain and apply provisions of workers' compensation laws and assist in administering the program.
3. Assess benefits problems, evaluate alternatives and make appropriate claims/eligibility decisions and recommendations in accordance with established policies and procedures.
4. Make calculations/accounting tabulations and accurately review and process fiscal and claims-related documents.
5. Accurately maintain employee benefit deductions in HRIS database.
6. Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
7. Communicate effectively, both orally and in writing.
8. Understand and follow written and oral instructions.
9. Operate a computer and use standard business software.
10. Establish and maintain effective working relationships with all those encountered in the course of work.

### **EDUCATION AND EXPERIENCE**

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Graduation from high school or GED equivalent and at least two years of responsible experience performing administrative support for employee benefit plan administration and workers' compensation programs; or an equivalent combination of training and experience.

### **LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:**

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees 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 class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

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 data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

### **WORKING ENVIRONMENT**

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

Employees work under typical office conditions, and the noise level is usually quiet.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

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**Assessment Process**

**Only the most qualified applicants will be invited to interview for the assignment.**

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4794401/temporary-benefits-technician-confidential>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

State Center Community College District

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