HESPERIA UNIFIED SCHOOL DISTRICT
POSITION DESCRIPTION

BENEFIT SPECIALIST

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JOB PURPOSE STATEMENT: The job of Benefit Specialist is done for the purpose of processing insurance claims; resolving insurance benefit problems; providing information to new and current employees, providers and/or administrators; and ensuring accurate billing.

Essential Job Functions:

- **Accepts**, processes, and records payments for COBRA participants and retirees
- **Assists** personnel, beneficiaries and/or insurance providers for the purpose of verifying eligibility, conveying information and processing claims
- **Distributes** documents (e.g. open enrollment packets, new/change forms, fringe benefit packages, flyers, identification cards, etc.) to provide information and proof of insurance coverage/s
- **Maintains** employee databases to remain compliant with State and Federal laws
- **Performs** record-keeping and general- and program-specific clerical functions (e.g. scheduling, copying, faxing, etc.) to support department staff
- **Processes** a variety of benefit information to complete enrollment changes within program guidelines
- **Reconciles** enrollment forms and billings to employee records (e.g. health, dental, vision, etc.) to ensure accurate eligibility and payment information and to comply with contract provisions
- **Reviews** a variety of information to ensure completeness of records and insurance claims

Other Job Functions:

- **Assists** other personnel, as needed, to support them in the completion of their work activities

Job Requirements - Qualifications:

Knowledge, Skills, and Abilities:

Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; to read technical information; to compose a variety of documents and/or facilitate group discussions; and to solve practical problems.

Skills are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions.

Abilities are required to schedule a number of activities, meetings, and/or events; to gather, collate, and/or classify data; and to consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; to work with data utilizing defined but different processes; and to operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; to work with a variety of data; and to utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Employees who hold this position must demonstrate keyboard/computer literacy.

Responsibility includes working under limited supervision; following standardized practices and/or methods; leading, guiding and/or coordinating others; and tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's mission.

Working Environment: The job functions are generally performed in an indoor environment, requiring the following significant physical abilities: reaching, handling, fingering and/or feeling; sensory speaking, hearing and visual.

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Educational Requirements: A high school diploma or equivalent is required. Additional coursework in a related field is desired.

Experience Requirements: A minimum of two years of job-related experience, with increasing levels of responsibility, is required.

Licensing, Certification, Testing Requirements: Fingerprint/criminal justice clearance; Tuberculosis clearance

Revised: 10/18/16 (reclass); 3/11/2020