



## BENEFITS SPECIALIST 2

Job Code: 450B  
Bargaining Unit: 06  
Effective Date: 4/3/2004

### Description of Work

#### General Statement of Duties

Performs professional work as a benefits specialist including in such areas as benefits administration, Americans with Disability Act (ADA), leaves of absence, workers compensation, return to work process; and performs related duties as required.

#### Supervision Received

Works under the general supervision of the Benefits Supervisor.

#### Supervision Exercised

May provide work direction to benefits clerical or technical employees

### Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class:

Serves as the primary contact and advises employees regarding topics related to ADA, court-ordered dependent coverage, leaves of absence, life insurance, long-term disability benefits, retirement benefits, workers' compensation and other topics as appropriate.

Coordinates and facilitates the return of all employees from medical leaves of absence.

Facilitates the return to work process by acting as liaison between the employee, Qualified Rehabilitation Consultant (QRC), third party administrator and site supervisor.

Administers all workers compensation claims including follow-up with employee, supervisor, payroll and third party administrator on all lost time claims.

Identifies and maintains a list of employees working in "light duty" positions used in the Return to Work program for employees on workers compensation or who otherwise qualify due to medical conditions.

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### **Typical Duties Performed (continued)**

Coordinates the placement of employees who have been injured on the job or have some type of medical disability into the light duty positions within the Return to Work program.

Reviews and advises on new legislation and best practices related to benefits administration.

Monitors employees' workers compensation claims process using event calendar to track significant dates.

Works with third-party administrator for workers compensation on processing employee through the system including decisions related to employment upon closure of the workers compensation claim.

Enrolls retirees in the Special Pay Deferral program; resolve issues or concerns for new participants; audits reports from plan provider.

Researches and makes recommendations regarding possible accommodations for ADA applicants; coordinates meetings with ADA Committee members and applicants requesting accommodations; drafts correspondence detailing the outcome of the ADA Committee's deliberations and sends to the relevant applicants.

Coordinates the annual pre-retirement seminar series, including scheduling speakers for topics; collaborates with the Benefits Supervisor in writing and editing the Retiree Guidelines booklet; prepares and delivers PowerPoint presentations for potential retirees; answers questions and clarifies District guidelines regarding retiree benefits.

Processes long-term disability (LTD) and life insurance claims; serves as liaison between employees and the benefit providers.

Ensures compliance with court-ordered dependent health coverage by examining , according to legally-mandated time constraints, the court orders to verify their validity enrolling eligible dependents as ordered by the court; communicating the enrollment information to health provider and employee(s).

Presents benefit information in new employee orientations and responds to questions and comments.

Reviews and advises on new legislation and best practices related to benefits administration.

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### **Typical Duties Performed (continued)**

Collaborates on the development of computer-based information systems as it related to benefits administration

### **Knowledge, Skills and Abilities**

Strong knowledge base of employment law as it relates to Human Resources, Workers Compensation, the Family and Medical Leave Act, and ADA.

Working knowledge of benefits administration.

Some knowledge of medical terminology.

Some knowledge of ergonomics as it relates to people and equipment.

Strong written and verbal communication skills.

Good analytical skills with the ability to assess situations proactively make decisions, and process information clearly and effectively.

Ability to interpret and apply contract language such as bargaining unit agreements and workers compensation statutes.

Ability to give oral presentations.

Ability to provide work direction and feedback.

### **Minimum Qualifications**

Bachelor's degree (no substitution for education) and two years of experience in benefits administration, case management, industrial relations, business or public relations or a related field, which must include two years of experience working with a human resource information systems such as PeopleSoft or its equivalent and one year of experience in return to work facilitation.