



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED MANAGEMENT JOB DESCRIPTION

**JOB TITLE:                BENEFITS COORDINATOR**

**REPORTS TO:** Deputy Superintendent of HR & Student Services                **SITE:** District Office

**CLASSIFICATION:** Confidential                **WORK YEAR:** 12 MONTH

**SALARY:** Range 345 – Confidential Salary Schedule

**APPROVED BY THE BOARD OF TRUSTEES: 8/23/2018**

---

#### **JOB SUMMARY:**

Under the direction of the Deputy Superintendent of Human Resources & Student Services, coordinates all aspects of the District's health and welfare programs. The incumbent conducts new employee benefit orientations and assures accuracy of supporting documentation for benefits. Performs reconciliation and arranges payment of insurance billings in accordance with established deadlines. The incumbent facilitates open enrollment periods for medical, dental, and vision insurance and Section 125 enrollment. Coordinates in conjunction with the Deputy Superintendent of Human Resources & Student Services and the Fiscal Department with the issuing of the 1095Cs. The incumbent, in conjunction with the Deputy Superintendent of Human Resources & Student Services, works with outside vendors and brokers to market the District for best health premium rates. The incumbent coordinates retiree benefits. The position is confidential and works with the Administration during negotiations with employee associations to prepare bargaining positions, reports, presentations, and responds to health and welfare related questions as they relate to negotiations. Problem solves and performs related duties as assigned.

#### **ESSENTIAL FUNCTIONS:**

1. Processes all paperwork necessary for the proper enrollment of new employees for their health and welfare plans.
2. Provides guidance to Administrative staff as it relates to benefit information for union negotiations including monitoring the Adult School plans.
3. Prepares, in conjunction with the Deputy Superintendent of Human Resources & Student Services, open enrollment information for all health and welfare plans.
4. Reviews the Personnel Board Agenda for termination, new hires, LOA, retirements, increase or decrease in working hours for appropriate benefits implication.
5. Participates as needed with employee association negotiations including preparing reports, presentations, and bargaining positions.
6. Coordinates COBRA information with appropriate HR personnel.
7. Conducts benefit orientations as required.
8. Processes all appropriate benefit changes and communicate with payroll for applicable changes.
9. Meets with employees as required for benefit questions.
10. Manages the payment of Early Retiree District Incentive Plan.
11. Processes payments for all insurance invoices.
12. Reconciles health and welfare billings.
13. Notifies payroll of all employee changes.
14. Meets, in collaboration with the Deputy Superintendent of Human Resources & Student Services, with retirees and process initial paperwork.
15. Prepares various reports, correspondence, and memos as required.
16. Provides excellent customer service to employees, vendors, staff, and the general public.

**EMPLOYMENT STANDARDS:**

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

**QUALIFICATIONS:**

**Education/Training Experience**

- AA degree in Human Resources and/or Benefits Administration and/or the equivalent in direct experience working in the field of Human Resources, accounting and/or benefit administration.
- Demonstrated knowledge of methods, practices and terminology used in clerical accounting work involving benefit administration.
- Ability to work with computerized HRIS and integrated HR and payroll systems.
- Excellent working knowledge of Microsoft Office software, including Excel.
- Demonstrate customer services skills.
- Excellent knowledge of correct English usage, spelling, grammar, and punctuation.
- Ability to multi-task in a busy environment.

**PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS**

- Ability to sit for long periods of time.
- Ability to work in a fast paced environment
- Ability to operate a computer keyboard and calculator.
- Ability to multitask in a busy environment
- Ability to tolerate noise level in the working environment

**OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT)**

- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and

apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

### **SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

### **DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.