

BENEFITS GENERALIST (CONFIDENTIAL)

BASIC FUNCTION

Under the direction of the Vice President, Human Resources and Employee Relations or designee, performs a variety of routine and complex administrative, technical and professional work in analyzing, coordinating and administering the various components of the employee benefits, leaves, assist with American's with Disabilities Act (ADA) accommodations, RideShare program, wellness, risk management and workers' compensation programs.

REPRESENTATIVE DUTIES

1. Assists with the day-to-day administration of the District's employee and retiree benefit programs, including, but not limited to, medical, dental, vision, group insurance, prescription drug, employee assistance program, tax sheltered annuities, flexible spending accounts, long term care and claims resolution; ensures compliance with COBRA and other applicable government regulations; processes employee benefit election forms, additions and change requests and provides appropriate follow-up communication. Verifies eligibility and process adjunct faculty health premium reimbursements. Assists in the coordination of open enrollment activities and other benefits related events.
2. Assists employees and retirees with benefit-related matters; explains benefit provisions; Design, coordinate and facilitate benefits and make arrangements for the presentation of workshops. Maintain the Health Benefits webpage; responds to inquiries from employees, retirees, dependents, and external agencies regarding benefits programs.
3. Verifies, audits, and reconciles invoices and processes payments in accordance with schedules and timelines. Prepares and processes payroll deduction forms and coordinates deductions with the Payroll Department; ensures timeliness and accuracy of payroll deductions and makes corrections and adjustments as necessary.
4. Researches and resolves problems related to the employee benefit program; determines benefits eligibility effective dates, and services covered for employees; responds both orally and in writing to inquiries regarding the benefits program. Prepares correspondence, and other written materials as required; develops, updates and maintains forms, documents, records and materials necessary for implementation of benefits programs and communication of benefits information to employees; ensures timely distribution and delivery of materials; receives and routes mail.
5. Coordinate Affordable Care Act (ACA) process for the District. Work with third-party administrators to ensure compliance with ACA guidelines and maintain records to ensure that eligible employees are given access to appropriate health plan options.
6. Coordinates, administers and tracks leaves of absence; monitors and tracks leave of absences and follows up on required paperwork such as medical certifications, requests for extended leaves, and other required information; maintains contact with employees on leave to monitor progress and prompt return to work date.

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7. Assist the Diversity, Title IX, and Compliance Officer with issues related to the American Disability Act (ADA), accommodations, and return to work process. Assist with researching professionals for fitness for duty examinations.
8. Respond to employee inquiries regarding retirement (CalPERS, CalSTRS) and disability insurance benefits (SDI) and procedures.
9. Assist with the coordination of annual worker's compensation site inspections with campus risk management partner; assist with conducting accident investigations and proactive safety inspections, related to employee injury and property/liability issues; Assist the Diversity, Title IX, and Compliance Officer to conduct and recommend equipment purchases for employee ergonomic evaluations. Order ergonomic equipment for employees.
10. Act as Employee Transportation Coordinator (ETC) for campus RideShare program as governed by Rule 2202 guidelines. Work with Human Resources Operations Manager to develop and maintain campus marketing strategies, annual surveys and annual South Coast Air Quality Management District (SCAQMD) reports. Coordinate payments and monthly participant tracking with Fiscal Services. Maintain ETC standing with the SCAQMD and participate in training and other educational opportunities as dictated by the RideShare program guidelines.
11. Serve on assigned District committees, including, but not limited to, the Health and Welfare Committee and the Safety Committee; collaborate and participate on the District Safety Committee on all site inspection concerns/issues and report employee injury statistics.
12. Extracts and compiles data from information systems; prepares and maintains statistical files, reports, documents and spreadsheets pertaining to the employee benefits program; ensures files and records are up to date, in order, accurate and properly documented, utilizing word processing and spreadsheet software; processes year end reports.
13. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year.
14. Other duties and responsibilities as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Federal, State, County and District laws policies and practices with respect to employee benefits.
- Employee benefits programs and procedures and Human Resources functions and systems.
- Policies and laws necessary to process benefit-related documents Knowledge of record keeping techniques.
- Modern office practices, methods, and computer equipment and applications.
- Record-keeping techniques and alpha and numeric filing systems.
- Interpersonal skills using tact, patience and courtesy; professional receptionist and telephone techniques.

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Ability to:

- Learn and interpret Federal, State, County and District laws policies and practices with respect to employee benefits.
 - Plan, organize and prioritize work.
 - Work independently with little direction.
 - Work confidentially with discretion.
 - Meet schedules and time lines.
 - Understand and follow oral and written directions.
 - Communicate effectively both orally and in writing.
 - establish and maintain effective working relationships with others Ability to understand scope of authority in making independent decisions.
 - Effectively and efficiently assist in the management of the District's benefits programs.
 - Seek and participate in professional development activities.
 - Demonstrate an understanding and sensitivity of the diverse backgrounds of students, employees and the community.
 - Work confidentially with discretion on sensitive and private information.
 - Complete multi-faceted projects, activities and analyze technical problems
 - Exercise tact and diplomacy in dealing with sensitive or confidential matters.
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EDUCATION AND EXPERIENCE

Graduation from high school and three (3) years administrative experience in a Human Resources environment or any combination equivalent.

WORKING CONDITIONS

Environment: District office environment; subject to constant interruptions and frequent interaction with others; sitting for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities; requires some evening and weekend responsibility; occasional travel to other locations to attend meetings or conduct work. The ability to type, use phone, stand intermittently, walk, bend and stoop, occasionally lift (up to 20 pounds), carry, push, pull or otherwise move objects of light to moderate weight, work at a computer, including sitting and viewing a monitor for various lengths of time, repetitive use of keyboard, mouse or other control device, dexterity of hands and fingers to operate keyboard, ability to communicate and provide information to others.

EMPLOYMENT STATUS

Confidential

SALARY SCHEDULE

Leadership Row III

Board Approved 5/23/2014, 7/24/2025