



DEER VALLEY

Unified School District

JOB DESCRIPTION

JOB TITLE: **Benefits Systems Technician**

Position Type: Classified	Department: Payroll/Benefits
Salary Schedule: Classified	Reports to: Director of Payroll/Benefits
Salary Range: Range 30	
Term of Employment: 12 months	Date: July 22, 2020
Shift: Day	Approved by: Human Resources

POSITION SUMMARY:

Performs a variety of tasks associated with control of fiscal transactions and accounts in the organization's payroll and employee benefits systems. Answers employee and vendor questions regarding high level and confidential information. Records employee enrollment and deductions in benefits and group insurance programs. Works closely with the Valley Schools Employee Benefits Group, and Benefit Software Systems.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Maintains the coordination of Open Enrollment with carriers and schools.
- Maintains a thorough knowledge of District benefits and workers' compensation.
- Creates and presents power point to explain insurance benefits to employees and instructs them in completing benefits enrollment via the district portal
- Is responsible for all billing procedures to include balancing of monthly statements using accurate participation count.
- Submits monthly data to insurance companies updating their database.
- Handles the maintenance of insurance plans in Visions software.
- Provides benefits orientation to new hires.
- Facilitates Employee Health Fair
- Provides relevant information as needed for employees regarding benefits and workers' compensation.
- Generates computer base reports as needed.
- Maintains and collects monthly premiums for all retirees and reimbursements.

- Maintains ACA insurance information in Visions and completes information for 1095's to vendor for IRS submission.
- Provides support and information to the Employee Benefits Work Group
- Organizes wellness activities and instructor/vendor scheduling.
- Promotes wellness activities and gathers data summarizing program participation.
- Establishes a wellness calendar.
- Maintains accurate benefits records.
- Compiles payroll data such as hours worked, taxes, insurance, deductions using employee identification numbers from time sheets and other records.
- Assigns codes according to budget number, distribution of accounts, fund codes, transfers, expenditure corrections and other factors, as specified in instructions.
- Completes PAR's by entering required data into computer files, and computes wages and deductions to post to payroll records/
- Reviews wages computed and corrects errors to ensure accuracy of payroll
- Prepares and distributes pay
- Calculates FMLA hours for employees
- Prepares and issues contracts and appointments
- Answers questions regarding benefits such as pension and retirement plan, and all employee group insurance benefits, such as life, hospitalization, and wcomp.
- Maintains Payroll & Benefits portal page on District website

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assist other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to independently organize and facilitate large meetings and functions
- Ability to work effectively under time constraints.
- Must have excellent math skills
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.
- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate an extremely high regard for confidential and sensitive information.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Interpersonal relation skills required.
- Must have good knowledge of computers and software systems.
- Ability to operate specific equipment or tools.
- Knowledge of the principles and practices of service contract administration, purchasing methods and procedures; accounting principles and practices and cost analysis.

CERTIFICATES, LICENSES AND REGISTRATONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school diploma or general education degree (GED).
- One year related experience and/or training.
- Equivalent combination of education and experience.
- Experience in Excel, Microsoft Word and Powerpoint
- Visions Software experience (preferred)
- Experience in submitting files to carriers- 834 and SFTP (preferred)

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually moderate.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.