

**CORONA NORCO UNIFIED SCHOOL DISTRICT****CLASS TITLE: BENEFITS/RISK MANAGEMENT ASSISTANT****BASIC FUNCTION:**

Under the direction of an administrator, process and maintain records for employee health benefits and workers' compensation claim files; perform a variety of clerical duties in support of the department programs; assist new and continuing employees with enrollment or changes to insurance plans; provide clarification for complex insurance information.

**ESSENTIAL DUTIES:**

- Process and maintain records for employee health benefits and workers' compensation claim files; assist new and continuing employees with enrollment or changes to insurance plans
- Review and process documents and records for completeness and accuracy.
- Provide customer service and answer questions regarding insurance programs; completing forms, tracking payments, interprets and applies district policies pertaining to risk management programs and/or projects.
- Assist with reconciling insurance billings with computerized data, records and files; verify changes invoices; prepare deposits; prepare records for audit.
- Input pertinent information, for insurance programs into computer system; maintain automated records and files; generate a variety of reports and financial statements; assure accuracy of input and output data.
- Compose and distribute correspondence related to employee benefits, enrollments; compile and distribute informational materials to new enrollees; prepare open enrollment materials.
- Processes a variety of information for the purpose of completing enrollment/changes within program guidelines.
- Operate a variety of office equipment, computer and software.
- Respond to inquiries regarding insurance, communicate information and; provide a written or oral response.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE/ABILITIES:**

Basic methods, procedures and terminology used in technical ~~benefits~~ insurance administration.

Policies and objectives of assigned programs and activities.

District organization, operations, regulations, policies and objectives related to position.

Rules and regulations related to Education Code, HIPAA and COBRA.

Insurance terminology and claims practices.

Principles and practices of data processing.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Mathematical calculations.

Perform a variety of clerical duties in support of employee ~~benefit~~ insurance programs.

Enroll eligible employees in multiple employee insurance programs.

Reconcile health insurance billings with computerized data, records and files.

Serve as an informational resource to staff concerning employee-benefit insurance programs.  
Learn standards, specifications and requirements of organizational employee insurance plans.  
Learn, interpret, apply and explain rules, regulations, policies and procedures.  
Maintain accurate records and reports.  
Process and verify a variety of forms and applications.  
Establish and maintain cooperative and effective working relationships with others.  
Communicate effectively both orally and in writing.  
Set-up and maintain filing systems.  
Operate standard office equipment including a computer and software.

**EDUCATION AND EXPERIENCE:**

High School Diploma or equivalent and two (2) years of experience with employee insurance programs or in a related field.

**LICENSES AND OTHER REQUIREMENTS:**

TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers for fine manipulation.  
See to read a variety of materials.  
Hear and speak to exchange information frequently.  
Sit and stand frequently.  
Twist and turn of head and neck frequently.  
Reach overhead, above the shoulders and horizontally occasionally.  
Bend at the waist, kneel or crouch to file materials occasionally.  
Lift and carry light objects weighing up to 10 pounds.  
Push and pull objects up to 35 pounds.