

FOUNTAIN VALLEY SCHOOL DISTRICT PERSONNEL COMMISSION

Special Meeting AGENDA

Fountain Valley School District
PDC Room
10055 Slater Avenue
Fountain Valley, CA 92708

July 3, 2024
2:00 p.m.

Mr. William Mullin, Chairperson
Mrs. Carol Davis, Vice Chairperson
Mr. Tony McCombs, Member
Mrs. Carmen Serna, Director Human Resources

- **CALL TO ORDER**
- **PLEDGE OF ALLEGIANCE**
- **ROLL CALL**
- **APPROVAL OF AGENDA**

ADMINISTRATION

1. Introduction of Guests

Information

2. Introduction of Staff

Information

3. Public Comments

Members of the community and staff are welcome to address the Personnel Commission on any item listed on the Agenda or Business or any other item or specific concern within the jurisdiction of the Personnel Commission. Speakers are requested to limit their presentation to four minutes.

4. Classification Plan Amendment – Renaming the Title of Insurance Benefits Technician and revising the essential functions for this classification to Benefits and Workers' Compensation Technician (Attachment #1)

Action

NEXT MEETING

5. The next meeting of the Personnel Commission will be:

August 22, 2024
3:30 p.m.
PDC Room

ADJOURNMENT

6. Adjournment

FOUNTAIN VALLEY SCHOOL DISTRICT

PERSONNEL DIVISION

MEMORANDUM

TO: Personnel Commission

FROM: Carmen Serna, Director, Human Resources

SUBJECT: **Classification Plan Amendment- Renaming the Title of Insurance Benefits Technician and revising the essential functions for this classification to Benefits and Workers' Compensation Technician**

DATE: July 2, 2024

Attached is the recommended renaming of the title Insurance Benefits Technician to Benefits and Workers' Compensation Technician and revising the essential functions for this classification.

RECOMMENDATION

The Personnel Commission approves the recommended renaming of the title Insurance Benefits Technician to Benefits and Workers' Compensation Technician and revising the essential functions for this classification.

**Insurance Benefits and Workers'
Compensation Technician**

Purpose Statement

The job of Insurance Benefits and Workers' Compensation Technician is done for the purpose/s of providing support to the delivery of human resource services with specific responsibility for assisting with all aspects of employee benefits, workers compensation and benefit information; resolving insurance benefit, workers compensation, retirement, reporting and reconciliation problems; providing information to employees, state agencies, providers and/or administrators; and ensuring employee proof of coverage and accurate billing.

This job reports to the Assistant Superintendent, Personnel

Essential Functions

- Administers employee benefit and worker's compensation programs in compliance with carrier contracts (e.g. enrolling new employees, explaining benefit options, organizing benefit fairs, mediating benefit eligibility and payment issues, open enrollment, filing claims, return to work, etc.) for the purpose of providing maximum coverage to employees within contract specifications.
- Assign and monitor employee mandated trainings to ensure compliance.
- Assists with the administration of worker's compensation claims with injured employees, claims administrators, site managers and school administrators; assist site representatives and supervisors with the preparation of accident investigation reports and worker's compensation paperwork and set up files for recordable claims.
- Coordinates accommodations according to the District's Return to Work program with site managers and school administrators. Track length of time for modified duty accommodations.
- Addresses worker's compensation claims inquiries; ensures approval of medical treatment at authorized provider clinics within the District's service area.
- Assists personnel, retirees, beneficiaries and/or insurance providers for the purpose of verifying eligibility, conveying information and processing claims and enrollments.
- Compile state and federal healthcare data for the purpose of meeting mandated reporting compliance.
- Conduct new hire benefits orientation and open enrollment sessions; explain District policies related to medical, dental, vision, and life insurance; enter benefit elections into database and process changes in payroll deductions.
- Create complex spreadsheets for premium calculations (e.g. full-time, part-time, retirees, etc.) for the purpose of ensuring proper coverage and deductions during employee/retiree eligibility for enrollment and accuracy of vendor billing meeting compliance and guidelines.
- Distributes documents (e.g. open enrollment packets, new/change forms, fringe benefit packages, flyers, etc.) for the purpose of providing information and proof of insurance coverage/s.
- Establishes and maintains benefits and worker's compensation records and files; enters employees' benefits deductions in the payroll system; records and reconciles worker's compensation leaves, and maintains files of supporting documentation.
- Ensure compliance with applicable laws, education and labor codes, rules, regulations and contract provisions.

- Maintains a variety of information (e.g. benefits, provider contracts, claim files, workers compensation records, employee records, etc.) for the purpose of providing an up-to-date reference and documentation meeting regulatory and district guidelines.
- Participates in meetings; attend conferences, workshops, etc. for the purpose of gathering and/or disseminating information required to perform job functions.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of benefit information for the purpose of completing enrollment/changes within program guidelines.
- Provides information for District Insurance Committee meetings for the purpose of ensuring employees have an understanding of plan options, costs and selection; providing administrators with information/recommendations.
- Reconciles enrollment forms and billings to employee records (e.g. COBRA, disability, retirement, health, FMLA, etc.) for the purpose of ensuring accurate eligibility and payment information and complying with contract provisions.
- Researches discrepancies between employee, payroll, benefit provider/s, and government agencies for the purpose of ensuring accuracy of records and maximizing eligible payments.
- Resolves conflicts with benefit providers (e.g. medical, dental, vision, workers compensation, etc.) for the purpose of verifying eligibility, conveying information and processing claims.
- Supports assigned administrators (e.g. calculating sick leave by-backs, preparing special reports, etc.) for the purpose of providing information from which to make operational decisions.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department **and assist other personnel staff during peak demand periods.**

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: applying district, state and federal policies and regulations; operating standard office equipment; preparing and maintaining accurate records; planning and managing projects; and utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to the job functions; concepts of grammar and punctuation.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving

with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; maintaining confidentiality; working with constant interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 94% sitting, 5% walking, and 1% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience with increasing levels of responsibility is desired.

Education Targeted, job related education with study in job-related area.

Equivalency Graduation from high school supplemented by courses in accounting, insurance, personnel or a related field and three years responsible experience in comprehensive benefits administration, clerical accounting or personnel.

Required Testing

Job-Related Skills Proficiency Test

Certificates

Continuing Educ./Training

Clearances

Criminal Background Clearance

DOJ Fingerprint Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/14/2017

Revised 6/28/2018

Salary Range

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