



IRVINE UNIFIED SCHOOL DISTRICT

SPECIALIST-INSURANCE

DEFINITION:

Under the Director of Risk Management and Insurance, administers benefits to all eligible employees and their dependents to include retirees and COBRA members; prepares and submits health benefit financial data; collaborates with personnel, sites, insurance providers; maintains confidential databases related to benefit eligibility; and maintains statistical records and files. This job requires strong organizational skills, problem solving skills and attention to detail.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs a wide variety of highly technical and specialized functions in support of the District's core health insurance program (medical, dental, vision) including the District's Flexible Spending Account (FSA) program, Long Term Disability (LTD) program, and Basic Life and AD&D program.
- Record accurate minutes from regular and special meetings of the Benefit Management Board (BMB)
- Conducts research; prepares a variety of complex reports, tables, financial data or documents.
- Sets up and oversees the complex confidential documents file system; confidential insurance data systems.
- Responds and answers insurance inquiries and gives appropriate information based upon an analysis of appropriate rules, procedures and regulations.
- Independently composes correspondence on a wide range of subjects, requiring a knowledge of procedures and policies of the School District and Department of Education.
- Works directly with third party administrators, consultants, and brokers on insurance related matters.
- Assists employees with confidential claims issues; may work as a liaison between carrier and employee.
- Organizes and expedites the flow of work related to the technical aspects of insurance.
- Performs a wide variety of skilled secretarial and clerical work, including typing, proofreading, filing, checking and recording information.
- Maintains compliance with federal and state rules and regulation pertaining to healthcare insurance.
- Prepares a wide variety of reports requiring considerable interpretive judgment.
- Receive and record insurance payments from carriers, employees, retirees, and COBRA subscribers and analyzes payments to the district for mandated cost claims.
- Compiles, maintains and provides GASB 75 (OPEB) reporting to District personnel and consultants.
- Assists with budget preparation; reconciliation of District's Insurance Funds.
- Collects, reviews, maintains certificates of insurance for school related events, as requested.
- May assist in the area of property/liability, worker's compensation, emergency management, or other ancillary duties, as required.

QUALIFICATIONS GUIDE

Knowledge of:

- School level and District operations.
- Cost accounting procedures and techniques.
- Preparation of complex financial reports and other statistical documents.
- Computer work processing and spreadsheet applications.
- Correct English usage, spelling, grammar, punctuation and composition.
- Modern office methods, procedures, and equipment.
- Principles of staff training.

Ability to:

- Communicate effectively orally, in writing, and with data; understand and follow oral and written directions.
- Make arithmetical calculations with speed and accuracy

- **Collect, inspect, sort, and file documentation submitted by sites.**
- **Utilize computer technology and software to expedite smooth processing of data.**
- **Learn related State and District requirements.**
- **Establish and maintain effective working relationships with all levels of District staff, other organizations, and public agencies.**
- **Anticipate peaks in workload and reallocate resources to manage same.**

EDUCATION/EXPERIENCE:

Equivalent to completion of twelfth grade, supplemented by additional specialized training or work experience in business training. Five years of increasingly responsible experience, which has included the exercise of independent judgement preferably including experience in school district services, or any combination of training and experience that could likely provide the desired knowledge and abilities.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Dexterity of hands and fingers to operate a computer keyboard.**
- **Reach with both hands and arms.**
- **Hearing and speaking to exchange information and make presentations.**
- **Sitting for extended periods of time.**
- **Bending at the waist, kneeling or crouching to file materials.**
- **Seeing to read a variety of materials.**
- **Lifting, carrying, pushing or pulling light objects up to 10 pounds.**

WORK ENVIRONMENT:

Indoor/Office environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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