



CLASSIFIED VACANCY

APPLICATION PROCEDURE

APPLY ONLINE AT EDJOIN.ORG

Applicants who fail to submit all required information/documents will not be considered for employment.

The following items are required by the application deadline:

1. A completed EDJOIN classified application.
2. Copy of high school diploma/ GED certificate, or equivalent.
3. Copy of TRANSCRIPTS showing the date a Bachelor's degree was Awarded with a MINIMUM of two (2) years experience in an insurance environment, preferably in a school district or a public agency; **OR** a MINIMUM of four (4) years varied, increasingly responsible experience in an insurance environment.

NON-DISCRIMINATION POLICY

Moreno Valley Unified School District is an equal opportunity employer and shall not discriminate against employees, job applicants, students/ parents, or community on the basis of gender, race, color, religious creed, ancestry, age, marital/ parental status, disability, sexual orientation, or Vietnam-era veteran status. District programs and activities shall be free from unlawful discrimination.

Sexual harassment of or by any person in the work or educational setting shall not be tolerated; it shall be a violation of District policy to engage in any conduct which constitutes sexual harassment.

Complete District policies on non-discrimination, and sexual harassment are available through the Human Resources Division. (BP 4030, BP 0410a, BP 4119.11)

EMPLOYMENT OPPORTUNITIES MORENO VALLEY UNIFIED SCHOOL DISTRICT

Human Resources Division: 25634 Alessandro Blvd., Moreno Valley, CA 92553

Phone: (951) 571-7500, ext. 17575 Website: www.mvUSD.net

All applications must be submitted through **EDJOIN.org**

Benefits Specialist

Deadline: Feb. 13, 2025 at 4:30 p.m.

Salary Range 25: \$32.28 - \$43.51 per hour

Workdays: Calendar year / 8 hours per day/ 5 days per week

Fringe Benefits: Family medical, dental, vision, employee life insurance for employees who work 6+ hrs. per day (prorated for less than 8 hrs. a day).

Test Date: Successful applicants will be notified of the test date/time/location via Edjoin.

NOTE: Current employees shall remain in a position for at least one (1) year from the beginning date of an initial probation or promotional probationary period in order to be considered. (Per CSEA contract, Article 15)

DEFINITION

The Benefits Specialist serves under the direction of the Director of Risk Management. Under administrative direction, the Benefits Specialist plans, organizes, and manages the district's employee benefits program. An employee in this class is expected to exercise independent judgment in solving work problems, which requires knowledge of district rules, policies, procedures, and programs.

EXAMPLE OF DUTIES/RESPONSIBILITIES

Compiles and analyzes data to develop and recommend policies and administrative regulations regarding insurance programs. Assures that insurance programs are in compliance with federal, state, and local laws. Reviews and evaluates district contracts related to benefits, JPA agreements, and by-laws and proposed language of district insurance requirement compliance. Audits and reconciles invoices for insurance premiums. Acts as a liaison between insurance companies, brokers, medical facilities, clinics, JPAs/trusts, employees, and bargaining units. Facilitates the scheduling of the district's Fringed Benefits Committee and serves on other committees as required. Manages retiree and COBRA benefits, ensuring proper administration systems and procedures are in place and followed. Coordinates open enrollment and new employee orientation for benefits. Coordinates health and welfare benefits coverage for district employees and retirees, including public agency deferred compensation plans, Other Post-Employment Benefits (OPEB), and voluntary benefits program. Coordinates the distribution of all benefits information to employees. Performs related duties as may be required.

MINIMUM QUALIFICATIONS

Knowledge of:

Laws, rules, and regulations, procedures and techniques for coordination of employee benefits programs.

Statistical concepts of insurance management; business record keeping and general office practice.

Procedures and office equipment; basic budgetary principles and practices. Correct English usage, spelling, grammar, punctuation, and basic arithmetic.

Ability to:

Communicate effectively, using correct pronunciation and grammar. Understand and carry out oral and written directions. Understand, interpret, and apply rules and written directions to specific situations.

Ability to meet demanding timelines. Learn and utilize new and current technologies. Compose correspondence independently. Devise or adapt office procedure to changing organizational needs.

Make clear and comprehensive reports and keep complex records. Establish and maintain effective working relationships. Maintain confidentiality of privileged information.

LICENSES AND CERTIFICATES: Possession of a valid California Driver's License and driving record insurable to district standards.

Education/Experience:

High School Diploma or equivalent. **PROOF OF EDUCATIONAL REQUIREMENT MUST ACCOMPANY**

APPLICATION. A Bachelor's Degree from an accredited institution is preferred **WITH** a minimum of two (2) years of experience in an insurance environment, preferably in a school district or other public agency, **OR** a minimum of four (4) years varied, increasingly responsible experience in an insurance environment.

WORKING CONDITIONS:

Environment: Office environment; indoor and/or outdoor environment; subject to frequent interruptions.

Physical Abilities: Visual acuity to inspect records and reports. Hearing and speaking to exchange information. Standing and/or sitting for extended periods of time. Reaching overhead, above the shoulders, and horizontally. Dexterity of hands and fingers to operate standard office equipment. Gripping and grasping; bending, stooping, and squatting. Climbing on step stools and step ladders. Light work – lifting, carrying, pushing and/or pulling up to approximately 25 pounds.