

Rock Hill School District 3

Insurance and Benefits Manager @ DO (3651)

JOB POSTING

Job Details

Title

Insurance and Benefits Manager @ DO

Posting ID

3651

Description

Minimum Qualifications:

Bachelor's degree in Public Administration or related field preferred
Minimum three years previous experience in insurance administration
At least one year of supervisory experience
Ability to work independently under tight deadlines in a rapidly changing environment
Technical expertise in all areas of benefits administration and compliance
Ability to collaborate with HR business partners in resolving conflict situations
Excellent interpersonal and management skills; ability to work collaboratively in a team environment and get along with diverse personalities
Knowledge of state health insurance procedures to include open enrollment packets, new/change forms, fringe benefit packages, flyers, identification cards, etc.
Knowledge and/or a willingness to learn new software applications
Ability to work independently to accomplish multiple tasks
Ability to respond effectively and appropriately to different publics (employees, applicants, etc.)
Ability to resolve conflicts with insurance providers for verifying eligibility, conveying information and processing claims
Outstanding references from current and former supervisors
Satisfactory SLED (SC Law Enforcement Division) report

Salary Range: Administrative 125

Length of Contract: 12 months/8 hours per day

Starting Date: Immediately upon selection

College transcripts, three references, and a copy of appropriate credentials should also be submitted during the application process.

Prior to employment, the District will request a criminal record history check for past action of crimes. For this reason, information about date of birth, gender, and race is requested as a part of the application process.

The district reserves the right to make changes to the job posting/description as necessary to meet the district's needs.

JOB DESCRIPTION

INSURANCE AND BENEFITS MANAGER - HUMAN RESOURCES

Purpose Statement:

The job of Insurance and Benefits Manager is done for the purpose/s of managing the insurance needs of the district as well as employees to include processing insurance claims with SCSBIT, maintaining knowledge of PEBA regulations; resolving insurance benefit problems; providing information to new and current employees, researching providers for administrative review; ensuring employee proof of coverage and accurate billing; and directing other employees as may be required.

This job reports to the Assistant Superintendent of Human Resources.

Essential Functions

- Manage and maintain the school systems insurance in coordination with South Carolina School Boards' Insurance Trust including but not limited to Property and Casualty, liability, vehicle, certificates of insurance and builders insurance.
- Manage district vehicle fleet to include but not limited to processing and maintaining all appropriate records related to vehicle purchases, i.e. tags, county tax exemption forms, titles, registrations, insurance and DMV forms; verify vehicle registrations; forward updated vehicle lists to SCSBIT for insurance purposes, investigate and file accident claims, etc.
- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Assist all personnel, beneficiaries and/or insurance providers for the purpose of verifying eligibility, conveying information and processing claims.
- Distribute documents (e.g. open enrollment packets, new/change forms, fringe benefit packages, flyers, identification cards, etc.) for the purpose of providing information and proof of insurance coverage/s.
- Maintain a variety of benefit information (e.g. provider contracts, claim files, employee records, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Participate in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Reconcile enrollment forms and billings to employee records (e.g. health, dental, vision, etc.) for the purpose of ensuring accurate eligibility and payment information and complying with contract provisions.
- Resolve conflicts with insurance providers for the purpose of verifying eligibility, conveying information and processing claims.
- Distribute documents (e.g. open enrollment packets, new/change forms, fringe benefit packages, flyers, identification cards, etc.) for the purpose of providing information and proof of insurance coverage/s.
- Maintain a variety of benefit information (e.g. provider contracts, claim files, employee records, etc.) for the purpose of providing an up-to-date reference and audit trail for compliance.
- Participate in meetings, workshops and seminars as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Prepare written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Reconcile enrollment forms and billings to employee records (e.g. health, dental, vision, etc.) for the purpose of ensuring accurate eligibility and payment information and complying with contract provisions.
- Resolve conflicts with insurance providers for the purpose of verifying eligibility, conveying information and processing claims.
- Review and evaluate work-related accident reports for completeness and clarity of data,
- Assist injured workers, physicians, and other interested parties.
- Verify and maintain the South Carolina School Board Insurance Trust district property analysis report. Maintain a central file/database of insurable valuables and record losses, insurance files, reports, and correspondence.
- Serve as a liaison with representatives of various insurance carriers and South Carolina School Board Insurance Trust.
- File and maintain all appropriate records related to vehicle purchases, i.e., tags, county exemption forms, title, registrations, insurance, and DMV forms, verify vehicle registrations; forward updated schedules and lists to SCSBIT for insurance purposes.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: planning and managing projects; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: employee benefits.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, 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 a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some 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; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience

Minimum three years previous experience in insurance administration

Education

Bachelor's degree in Public Administration or related field preferred

Required Testing

Pre-employment TB Test

Certificates & Licenses

RMPE Preferred but not required

Continuing Educ. / Training

None Specified

Clearances

Satisfactory SLED (SC Law Enforcement Division) report; outstanding references from current and former employers

FLSA Status:

Exempt

Salary Grade:

Admin 125

Full-Time

[Please see our Salary Schedule](http://www.rock-hill.k12.sc.us/Page/4454)

Central Office

Shift Type

Salary Range

Location

Applications Accepted

Start Date

09/19/2022