

CLASSIFIED CONFIDENTIAL JOB DESCRIPTION

PROGRAM TRANSITION SPECIALIST (Confidential)

Confidential Salary Range 37

Job Code: 1110H

CLASS PURPOSE

Under the general direction of the Benefits Manager, the Program Transition Specialist provides administrative and programmatic support within the Benefits office.

EXAMPLES OF ESSENTIAL DUTIES:

The Americans with Disabilities Act (ADA) requires the district to identify the essential duties/functions of the position. Any one position may not include all the duties listed nor do the listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Responsible for administrative support to transition benefit platform, data, setup, and reports; assist in launching new benefits platform.
- Assist in the administration of the District Employee Health and Welfare Benefits programs during the transition period.
- Assist with planning and administering the District's annual open enrollments.
- Provide analysis, research, and reporting of current and proposed changes for benefits transition.
- Update employee data in HCM and current Benefit platform until transition to new platform is completed.
- Administers the District's employee benefits plans during transition period.
- Review and process requisitions for invoices throughout the transition period.
- Monthly payroll deductions: Maintain and process employee benefits deductions, enter manual adjustments/correction until transition is complete.
- Reconcile FSA deductions for upload to vendor until new benefit platform is set up.
- Monthly, reconcile life insurance deductions via vendor and benefits system until new benefit platform is launched.
- Provide information to eligible employees, review employee self-service enrollment information; enter information into PeopleSoft until new benefit platform is launched.
- Update websites for all benefit plans until new benefit platform is launched.
- Respond to questions from employees; provide claims assistance when employees are unable to get provider resolution.
- Prepare a variety of reports as requested by management.
- Serve as a resource to managers, faculty and classified staff, unions, and the general public by relaying messages, answering questions, clarifying District policies, procedures and other information, responding to requests, resolving issues; provide referral to the appropriate point of contact as part of the transition to new benefit platform.
- Performs other related duties as required.

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MINIMUM QUALIFICATIONS

1. Equivalent to graduation from an accredited college or university and two (2) years of increasingly responsible experience in human resources/benefits; or an equivalent combination of training, education and qualifying experience, which demonstrates the skills and ability to perform the essential functions of the position.
2. Demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

ENVIRONMENTAL DEMANDS

- Occasional work performed alone.
- Constant work around and with people.

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs □ Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body.
- Occasional use of manual dexterity.
- Occasional use of tactile acuity.
- Occasional use of visual acuity from a distance, with depth, and for color □ Frequent work at a rapid pace.
- Frequent reaching, high, low, and level.
- Frequent audio acuity at all ranges, including speech.
- Frequent visual acuity for reading.
- Constant sitting.
- Constant use of clear oral communication.

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.