

**Benefits Specialist  
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=236552>

Downloaded On: Jun. 29, 2024 12:26pm

Posted May 24, 2024, set to expire Jul. 1, 2024

<b>Job Title</b>	Benefits Specialist
<b>Department</b>	HR Employee and Benefits Services
<b>Institution</b>	Mt. San Antonio College Walnut, California
<b>Date Posted</b>	May 24, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Classified Staff
<b>Academic Field(s)</b>	Human Resources Fiscal Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5280833">https://apptrkr.com/5280833</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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**Benefits Specialist**

**Position Number:** CM-156-2024

**Department:** HR Employee and Benefits Services

**Job Category:**

**Time (Percent Time):**

**Term (months/year):**

**Current Work Schedule (days, hours):** Monday-Thursday 8:00AM-5:00PM, Friday 8:00AM-4:30PM

**Salary Range:**

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A-90

**Salary:** A-90Steps 1 - 6: \$5,807 - \$7,411 monthly

**Shift Differential:** Shift differential eligibility based on the current collective bargaining agreement.

**Open Date:** 05/23/2024

**Initial Screening Date:** 06/13/2024

**Open Until Filled:** Yes

**Application Procedure:**

**First Review of Applications:** Complete application packets will be accepted until the position is filled; however, **applications submitted by 11:59 p.m. (PT) on the above listed Initial Screening Date are assured consideration.**

Applicants must submit all of the following materials online via the Mt. SAC Employment Website, unless otherwise noted, to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed rsum that summarizes educational preparation and professional experience for the position.
4. If applicable, all candidates, including current or former employees of the college, are required to show evidence of the awarded/conferred degree from the issuing college/university, and this evidence must be submitted with the online application to demonstrate that the required educational qualifications are met. Unofficial transcripts or a copy of the diploma are acceptable at the time of application. Official transcripts will be requested if an offer of employment is made.
5. Optional - Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

**Health & Welfare:**

- Mt. San Antonio College offers a competitive and excellent benefits package providing medical, dental, and vision benefits to **eligible employees** and their dependents. Lifetime supplemental medical benefits are also available for eligible retirees.
- The College contributes an annual premium up to the family coverage amount equivalent to

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Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans for eligible employees.

The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

\*Note: The District does not cover Medicare expenses. Please visit the [Mt. San Antonio College Benefits Website](#) for further information. Salary and Health & Welfare Benefits are subject to change based on the Collective Bargaining Agreement.

### **Basic Function/Overview:**

**DEFINITION:** Under general supervision, performs a variety of responsible technical, and office administrative work to administer various benefits programs; provides consulting services to College employees related to all aspects of benefits programs and activities.

**SUPERVISION RECEIVED & EXERCISED:** Receives general supervision from the assigned managerial personnel. Exercises no supervision of staff.

**CLASS CHARACTERISTICS:** This is a class in the Human Resources Division responsible for performing the full range of technical work in benefits administration, in addition to performing a variety of record keeping, administrative, and technical support activities. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Successful performance of the work requires the frequent use of tact, discretion, and independent judgment, knowledge of departmental and College activities, and extensive staff, public, and organizational contact. This class is distinguished from the Human Resources Specialist by providing support specifically related to benefits administration.

### **Essential Duties/Major Responsibilities:**

1. Administers the Colleges multi-tiered employee benefits programs, including plans such as retirement, medical, dental, vision, life, short- and long-term disability, a flexible spending program, long term care program, tax shelter accounts, credit union programs, and Consolidated Omnibus Budget Reconciliation Act (COBRA) requirements; acts as liaison to various third-party benefits administrators and health carriers; serves as a resource to all College employees regarding benefit issues and questions.
2. Processes medical, dental, vision, and life insurances bills; processes, reviews, and reconciles deduction reports and monitors accounts for accuracy; prepares reports for signature;

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- coordinates processing and mailing of payments to administrators.
3. Prepares and distributes employee benefits statements; tracks and processes changes.
  4. Researches changes in benefit program design and contract provisions; updates new insurance plan rates.
  5. Responds to employee and retiree questions and complaints; interfaces with third-party administrators to resolve claims appeals and provides guidance in policy interpretation and plan documents.
  6. Schedules and conducts new employee orientations; informs new employees of benefit programs, policies, and related enrollment information.
  7. Processes employee benefits changes, including enrollment, terminations, retirements, and other changes; maintains employee benefits information in College and administrator databases; ensures accuracy and confidentiality of data.
  8. Coordinates benefits deductions with payroll, including Family Medical Leave Act (FLMA), leave of absence, and other standard and special deductions.
  9. Processes COBRA paperwork, including notifications, payments, and enrollee lists; ensures compliance with regulations.
  10. Coordinates the open enrollment process, including development and distribution of written informational materials and conducting open enrollment meetings with employees.
  11. Develops and coordinates special workshops and related events pertaining to benefits programs.
  12. Participates in special benefits administration projects and programs and prepares annual and special reports related to assigned functions and programs; coordinates and integrates program services and activities with other agencies and College departments.
  13. Interprets, applies, explains, and ensures compliance with Federal, State, and local laws and regulations concerning benefits programs.
  14. Provides general administrative support to the benefits administration function, including preparing correspondence, memoranda, and reports, performing data entry, and maintaining schedules and records.
  15. Attends and participates in professional group meetings and various College committees; stays abreast of new trends and innovations in the field of benefits administration.
  16. Organizes and maintains various administrative, confidential, reference, and follow-up files; purges files as required.
  17. Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment, and multi-line telephones.
  18. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
  19. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-racism, and accessibility.

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20. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.
21. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.
22. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.
23. Prepares and delivers oral presentations related to assigned areas as required.
24. Performs other related duties as assigned.

### **Other Duties:**

### **Knowledge Of:**

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Basic principles and practices of benefits administration in a public agency setting.
3. Policies and procedures related to benefits administration.
4. Methods, techniques, and practices of data collection, data entry, and basic report writing.
5. Business letter writing and standard writing practices for correspondence.
6. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
7. Business arithmetic and basic financial and statistical techniques.
8. Record keeping principles and procedures.
9. Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
10. English usage, grammar, spelling, vocabulary, and punctuation.
11. Techniques for providing a high level of customer service by effectively interacting with the public, vendors, students, and College staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

### **Skills and Abilities:**

1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and

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- accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
  4. Interpret, apply, explain, and ensure compliance with Federal, State, and local laws, rules, regulations, policies, procedures, and practices of benefits administration.
  5. Review benefits documents for completeness and accuracy.
  6. Review and reconcile employee benefit records.
  7. Perform detailed benefits administration office support work accurately and in a timely manner.
  8. Maintain confidentiality of sensitive personal information of employees, former employees, and other matters affecting employee relations.
  9. Respond to and effectively prioritize multiple phone calls and other requests for service.
  10. Compose correspondence and reports independently or from brief instructions.
  11. Make accurate arithmetic and statistical computations.
  12. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
  13. Establish and maintain a variety of filing, record keeping, and tracking systems.
  14. Understand and follow oral and written instructions.
  15. Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
  16. Operate modern office equipment including computer equipment and specialized software applications programs.
  17. Use English effectively to communicate in person, over the telephone, and in writing.
  18. Understand scope of authority in making independent decisions.
  19. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
  20. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Minimum Qualifications/Education & Experience:**

1. Equivalent to an associates degree from a regionally or nationally accredited college in human resources management, business or public administration, or a related field is highly desirable; and
  2. Two (2) years of technical or benefits administration support experience in a public agency setting.
- Additional full-time equivalent years of experience can be substituted for the required education

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on a year-for-year basis up to two (2) years.

**Equivalencies:**

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

**Preferred Qualifications:**

**License(s) & Other Requirements:**

**Examination Requirements:**

**Working Environment:**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**Physical Demands:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle to visit various College and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Incumbents in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment.

**Hazards:**

**Conditions of Employment:**

The person holding this position is required to be present on Mt. San Antonio Colleges campus



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**to perform all essential duties and responsibilities.**

Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees: The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here: [Mt. SAC Annual Security Report](#).

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

**Typing Certificate Requirements:**

**Special Notes:**

A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: **(909) 274-4225**. E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu).

**DO NOT** include photographs or any personal information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

**LONG DISTANCE TRAVEL FOR INTERVIEWS:** Should you be invited to an interview, please contact our office to discuss an accommodation option if attending the interview would require you to travel in excess of 150 miles one way from your residence.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.



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**Foreign Transcripts:**

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached to the application and submitted by the filing deadline. Accredited evaluation agencies can be found on the [National Association of Credential Evaluation Services Website](#).

**Inquiries/Contact:**

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399

Phone: (909) 274-4225

E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu)

**Selection Procedure:**

A committee will evaluate applications, considering the breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will follow Board approval and live scan clearance receipt.

**Special Instructions to Applicants:**

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at [Mt. SAC Employment Website](#) to complete and submit your application for this position.

**EEO Policy:**

**Conflict of Interest:**

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).



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**Cancel RTF Policy:**

To apply, visit <https://hrjobs.mtsac.edu/postings/11527>

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

N/A

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