

TEMPORARY Benefits Coordinator (Confidential)
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=268842>

Downloaded On: Dec. 2, 2025 7:31pm

Posted Dec. 2, 2025, set to expire Mar. 26, 2026

Job Title TEMPORARY Benefits Coordinator (Confidential)
Department Human Resources
Institution State Center Community College District
Fresno, California

Date Posted Dec. 2, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Coordinator

Academic Field(s) Human Resources

Apply Online Here <https://apptrkr.com/6756021>

Apply By Email

Job Description

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TEMPORARY Benefits Coordinator (Confidential)

Salary: \$42.68 - \$52.50 Hourly

Location: SCCCCD District Office - Fresno, CA

Job Type: Temporary

Division: DO Human Resources

Job Number: 202500260 - T

Closing:

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General Purpose

Under direction, performs complex and varied technical, professional and confidential work required to coordinate and administer the District's benefits plans and workers' compensation program; performs research/analysis to develop information used in labor negotiations; provides lead work direction to staff; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides input in training and providing day-to-day lead work guidance and direction to other staff; schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; monitors workflow to ensure mandated deadlines are being met in an optimal manner; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
- Provides input to the Vice Chancellor on employee work performance.
- Administers and implements District benefit plans including medical, dental, vision and life insurance; administers the self-funded and the fully insured voluntary long-term disability insurance plans; coordinates the daily administrative activities of employee benefits; interacts with benefit vendors/brokers, insurance carriers, claims adjusters and providers of medical services in the development, negotiation and administration of the District's insurance programs including eligibility, coverage, premiums, changes in benefits options, claims processing, fees, plan requirements and issue resolution.
- Coordinates the annual open-enrollment period; prepares and distributes to employees benefit enrollment information; conducts benefit orientations and explains available benefit options to employees; coordinates with vendors to ensure eligible retirees, employees and dependents are accurately enrolled; updates payroll system deductions.
- Reviews benefit plan administration to ensure compliance with federal and state regulations, plan documents and labor agreements; interprets legislative, vendor and labor contract requirements regarding benefits administration.
- Ensures District compliance with provisions of the Health Insurance Portability and Accountability

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Act (HIPAA), COBRA, Affordable Care Act (ACA) and required IRS reporting; stays abreast of all state and federal regulatory requirements and makes recommendations for change as appropriate; coordinates the completion and generation of 1095-C tax forms to employees; oversees and performs COBRA plan administration responsibilities.

- Administers the District's self-funded and the fully insured voluntary long-term disability programs; completes or reviews applications; conducts eligibility audits; prepares LTD payments and correspondence with insurance administrators.
- Administers the District's self-funded workers' compensation plan covering work-related injuries; provides required claim forms and referrals of injured workers to designated providers for evaluation and treatment; authorizes initial treatment; acts as liaison between the District and program administrators, medical providers and employees; monitors and approves workers' compensation leave usage; interacts with employees and their managers to discuss injuries and assist with the interactive discussion process; coordinates employee returns to work; coordinates work restrictions and facilitates discussions related to accommodations and modified duties.
- Conducts research and prepares proposals/input for the collective bargaining process.
- Coordinates and conducts the interactive discussion process as needed.
- Develops, prepares and conducts training sessions/classes covering the range of benefit programs provided by the District.
- Reviews and authorizes ergonomic assessment requests and works with the Office of Environmental Health and Safety to reduce the incidents of work-related accidents and injuries.
- Maintains relationships with designated medical facilities and completes quarterly clinic reviews.
- May serve on the Fresno Area Self Insurance Benefits Organization (FASBO)/EdCare Board.
- Coordinates retiree health benefits and assists with GASB/OPEB report research.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

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OTHER DUTIES

- Serves on or leads committees, work groups and task forces.
- Recommends, develops, implements and revises policies, procedures and operational guidelines to improve and/or clarify processes.
- Reviews, revises and maintains summary plan documents for benefits.
- Updates the District's benefits website and intranet.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Principles, practices, methods and techniques of benefit program design and administration, including eligibility determination, enrollment, claims processing, benefits reporting and insurance/benefit plan recordkeeping.
- Federal, state and local laws and regulations governing the administration of pre- and post-tax benefit plans and maintenance of plan and employee records.
- Employee benefits plan contract and coverage provisions and requirements.
- State of California Labor Code and workers' compensation law.
- Methods and practices of medical claims processing and maintenance of claims files and records.
- Applicable sections of the California Education Code and other applicable laws.
- ACA, COBRA and HIPAA portability and certification regulations.

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- Labor relations principles and practices, including negotiations and collective bargaining agreements.
- Principles and practices of sound business communication and proper English usage.
- Principles and practices of public administration, including budgeting, purchasing and maintaining public records.
- Research methods and analysis techniques.
- Safety policies and safe work practices applicable to the work being performed.
- Personnel Commission Rules, Board Policies, Administrative Regulations and Human Resources procedures.
- Basic principles and practices of employee work guidance and direction.
- Functions and operation of the District's HRIS.

Skills and Abilities to:

- Understand, interpret, explain, apply and ensure compliance with complex insurance and benefit plan laws, regulations, contract provisions, policies and procedures.
- Understand, interpret, explain and apply provisions of workers' compensation laws and administer the program.
- Analyze complex benefits issues and problems, evaluate alternatives and make appropriate claims and eligibility decisions and recommendations in accordance with established policies and procedures.
- Make calculations/accounting tabulations and accurately review and process fiscal and claims-related documents.
- Accurately maintain employee benefit deductions in HRIS database.
- Set priorities and exercise sound judgment within areas of responsibility.
- Effectively engage and support historically minoritized groups by addressing issues of equity and

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improving culturally responsive service-oriented practices.

- Communicate effectively, both orally and in writing.
- Prepare and present periodic training sessions as directed.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with a bachelor's degree in human resources, business administration, public administration, accounting or a closely related field, and at least four years of progressively responsible experience in employee benefit plan administration, including workers' compensation programs; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

Certain assignments may require a California driver's license and the ability to maintain insurability under the Districts vehicle insurance program.

PHYSICAL AND MENTAL DEMANDS

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

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

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Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, public and others encountered in the course of work, some of whom are dissatisfied, angry or abusive.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical office conditions, and the noise level is usually quiet.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

Only the most qualified applicants will be invited to interview for the assignment.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/5154798/temporary-benefits-coordinator-confidential>

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

N/A

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