

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
APPROVED AUGUST 1992
RANGE: 57.0
TECHNICAL/SPECIALIST SERIES
CLASSIFIED MANAGEMENT
CODE: 2,8**

CLAIMS MANAGER - EMPLOYEE BENEFITS

DEFINITION

Under direction, to perform responsible, technical and management functions pertaining to the Kern County Superintendent of Schools Health Benefits program;

to train and supervise technicians, provide assistance and information to participating agencies regarding health benefits coverage, claims, rates and other related work as required.

EXAMPLES OF DUTIES

Perform a wide range of duties regarding the health benefits self-insured program, including program orientation, litigated claims management, assign and supervise technicians, assist participating agencies pertaining to proper document preparation and filing, supervise health benefits automated data system, assist in development of ad hoc reports, including ultimate loss studies, maintain appropriate inventory of health benefits informational material, claim forms, checks and all other related documents;

monitor and control surveillance for appropriateness and effectiveness, develop and maintain procedural manual, assist and train unit personnel, assist in preparation of annual reports and mod factors;

evaluate performance of unit personnel.

QUALIFICATIONS

Knowledge of:

Procedures, methods and techniques pertaining to the operation of the self-insured health benefits insurance program, including applicable Labor Codes, Education Codes, legal mandates and other current policies and regulations regarding health benefits insurance;

self-insurance agreements, reinsurance language and rules, claims processing and adjustment procedures;

english usage, spelling, grammar, punctuation, modern business machines, office practices and procedures and automated data management, storage and retrieval systems and equipment;

H.B. Software & P.C. operational skills.

Ability to:

Effectively manage a comprehensive self-insured health benefits self insured program;

resolve employee benefit problems, issues and concerns;

prepare fiscal oriented reports and summaries;

concisely summarize and report special cases to the board of directors;

perform rating and arithmetical calculations with speed and accuracy;

maintain cooperative working relationships and understand and carry out oral and written directions.

Experience:

A minimum of five (5) years of health benefits experience with at least two (2) years as a supervisor;
at least one (1) year handling public agency, self-insured health benefits claims.

Education:

Bachelor's degree or equivalent experience including course work and training in health benefits insurance matters or closely related fields.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position has a probationary period of one year.

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