
Health Benefits Specialist II

Special District Risk Management Authority (SDRMA) seeks an experienced professional to fill the position of Health Benefits Specialist II. The Health Benefits Specialist II position is a rewarding opportunity to join a team committed to providing quality service, fiscal integrity and stability, and member-focused programs that maximize protection and minimize risk to California local governments.

About SDRMA

SDRMA is a public entity joint powers authority formed in 1986 to provide property, liability, workers' compensation, and health benefits coverage protection and risk management services statewide exclusively for California public agencies. SDRMA's primary objective is to serve as a single comprehensive resource providing quality coverage protection, risk management services, claims management, and a safety and loss prevention program tailored to meet the complex needs of California public agencies. Located in downtown Sacramento, SDRMA is governed by a seven-member Board of Directors supported by 14 staff members.

About the Position

Under the general supervision of the Health Benefits Manager, the Health Benefits Specialist II is a journey-level position that serves as a member of the SDRMA Administration team and is one of the primary contacts with participating groups and/or agency staff related to the Medical Benefits and Ancillary Coverages program.

The Health Benefits Specialist II is responsible for independently ensuring the accuracy and integrity of the participating group/employees data in SDRMA's Third Party Administrator's platform and providing periodic updates of group information to consultants and/or providers. This position responds to group/employee requests for benefit information/assistance and corresponds in writing and verbally with groups/employees, consultants and providers. The Health Benefits Specialist II is the primary contact for day-to-day benefit changes/updates/questions for over 140 agencies throughout California and over 2,000 employee lives. The Specialist assists the Health Benefits Manager in accomplishing the goals of the business plan established by the Board of Directors.

This position is responsible for ensuring the accuracy and consistency of the data entered to generate the monthly invoices and adjustments to these invoices. In addition, this position is the additional backup for contacting groups/employees for surveys or other communication as directed by the Health Benefits Manager. The Specialist will be responsible for other tasks as identified by the Health Benefits Manager.

The ideal candidate will possess the following qualifications:

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- High School Diploma or G.E.D. and two years of medical and ancillary benefits experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
 - Advanced knowledge of Medical and ancillary benefits; Experience with benefits administration include, but not limited to, IRS mid-year qualifying events, Open Enrollment, COBRA, answering and problem solving benefit related questions/inquiries; preferred prior experience as Account Manager or Account Specialist; principles of business management, including general administrative functions; modern office procedures, methods and equipment; computer applications, including word processing, spreadsheet and database software; telephone and customer service practices and techniques.
 - Ability of Proven accuracy in data entry; Strong interpersonal and communication skills (both verbal and written), and ability to work effectively with staff, consultants and wide range of participating agencies; Ability to gather and compile information, and prepare reports; Ability to develop and maintain record-keeping systems and procedures; Perform multiple tasks and assignments; Meet and work well under time deadlines; Be knowledgeable and adept in proficiently using a variety of computer programs, including, but not limited to Microsoft Word and Excel; make basic arithmetic calculations accurately; independently prioritize work and meet deadlines.

Compensation and Benefits

This position is classified under the Fair Labor Standards Act (FLSA) as non-exempt, hourly. The salary range is: \$63,793 - \$90,138

Medical, dental, vision, life, LTD and EAP benefits are covered. **SDRMA pays 100% for employee only and 50% for dependents**

Social Security and CalPERS participation

To Apply

The recruitment is open until filled. The first 100 applications will be screened on Wednesday, January 20, 2021. Interested candidates MUST complete our online employment application and attach a resume on our website <http://www.sdrma.org/about-us/employment-application>