

## ORANGE UNIFIED SCHOOL DISTRICT

### INSURANCE TECHNICIAN

#### **DEFINITION:**

Under general direction, serves as Insurance Technician and aide to the Risk Manager; provides information to employees regarding workers' compensation claims and employee benefits. Maintains central files and prepares reports; process employee identification cards; and performs related duties and responsibilities as required.

#### Representative Duties:

Provide information regarding workers' compensation, employee benefits, answer questions, handle complaints and assist in the preparation of claims; maintain telephone communications with school and district personnel concerning insurance coverage, filing of claims and related matters.

Accountable for processing and keeping records on workers' compensation, Cal OSHA incidents, subrogation and school crime reporting. Prepares correspondence regarding juveniles, updates on claims and notices to employees regarding COBRA and benefit changes.

Advise new and terminating employees of their benefit options and opportunities regarding enrollment, continuation or conversion of policies, and update employee benefit files. Provide employee change information to Accounts Payable to generate monthly payments; and process employee identification cards/pictures.

Maintain current records for workers' compensation including but not limited to temporary disability, individual files and annual reporting data, prepare reports for OCDE Payroll to reflect adjustments for TD payments. Monitor, reconcile and reimburse the workers' compensation trust account on a regular basis.

Distribute student insurance enrollment forms and provide information as needed to schools and parents.

Act as a receptionist of all incoming calls into the Insurance Office; set up meetings, order supplies, open and distribute daily mail.

#### Organizational Responsibilities

Positions in this class reports to the Risk Manager, is responsible for providing meaningful information and expeditious service to personnel in all areas of insurance.

#### **ENTRANCE QUALIFICATIONS GUIDE**

##### Training and Experience – Equivalent to:

Graduation from high school, preferably supplemented by specialized training in insurance work; and

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Three years of experience in insurance work involving filing and follow-up of claims, record keeping, and maintaining effective liaison between people and carriers.

Additional experience in California school district or public agencies is desirable.

Equivalencies: an A.A. degree in business subjects may substitute for two years of the required experience.

Knowledges and Abilities:

Working knowledge of: Workers' Compensation and employee benefits, school district organization, objectives and procedures; standard office systems, filing and related procedures; English, grammar, spelling, vocabulary and arithmetic, safe working methods and procedures.

Ability to: work effectively with administrators, employees and their representatives, students and parents on insurance problems, claims; expedite claims and carrier actions; handle telephone inquiries; layout simple forms; make arithmetic computations quickly and accurately.

Skills:

Typing: 40 words per minute

Office Machines – Standard operations – Memory typewriter, computer, word processing.

Licenses:

A valid California Motor Vehicle Operator's License