



## **Office Asst 4 / Wellness Spec**

### **Purpose Statement**

The job of Office Asst 4 / Wellness Spec is done for the purpose/s of assisting with aspects of employee benefits and benefit information; tracking wellness commitments and incentive information; assisting in coordinating healthy living requirements with provider; providing information to new and current employees; and ensuring accurate employee insurance coverage and billing.

This job reports to Benefits Specialist

### **Essential Functions**

- Assists with the processing of benefit documents (e.g. new enrollment packets, change forms, open enrollment forms, etc.) for the purpose of providing documents to vendors and employees in a timely manner.
- Assists in researching discrepancies in benefit information and/or documentation (e.g. participation, incentives, etc.) for the purpose of ensuring accuracy and adherence to procedures.
- Assists with organizing a variety of benefits information, files, and records for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Attends department and/or inservice meetings, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions and fulfill commitments.
- Compiles detailed reports for benefits related to work assignments for the purpose of providing required documentation and/or processing information.
- Monitors participation in healthy living requirements (e.g. establishing a wellness council, providing wellness incentives, sponsoring team activity challenges, hosting a work-site health screening event, etc.) for the purpose of providing support and ensuring that requirements are met.
- Participates in annual member engagement review with provider for the purpose of identifying measures identified that will increase member engagement and/or control utilization.
- Performs a variety of office support staff activities (e.g. communications, copying, faxing, mailings, correspondence, etc.) for the purpose of providing employee information, office support and ensuring the efficient and effective functioning of the work unit.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: principles and techniques involved in benefits preparation, monitoring and control; insurance contracts and the impact on benefits; and State Education Codes and other applicable laws.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes;

and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; and working as part of a team with detailed information/data and frequent interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 60% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

Pre-Employment Proficiency Test

**Certificates and Licenses**

**Continuing Educ. / Training:**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Lane 4