



## EMPLOYEE BENEFITS ASSISTANT II

(FULL-TIME/NON-EXEMPT POSITION)

**Annual Salaries:** \$66,057 – \$84,307 (DOE)

**Qualifications:** Please see attached job description

**Terms:** Full Time (Non-Exempt)  
12 Month Position  
*Subject to one-year probationary period*

**Benefits:** **MANDATORY PARTICIPATION FOR MEDICAL BENEFITS.**  
Employee/dependent medical (80% Employer/20% Employee);  
employer paid dental, vision, life insurance, short term/long term  
disability; employee/employer paid retirement (CalPERS);  
vacation and sick leave.

*RESIG does not pay into Social Security or SDI—State Disability.*

**Submission Deadline:** Wednesday, May 6, 2026, by 4:30 PM

**Application:** Can be found at [Employment Opportunities – RESIG](#)

**Qualified application packets must contain the following:**

- Cover Letter
- Resume
- Completed RESIG Application
- 3 Letters of Recommendation

**Please submit your completed application and packet to:** [apply@resig.org](mailto:apply@resig.org)

### **General Information**

Successful applicant must be fingerprinted, and a satisfactory Department of Justice records check must be received prior to employment.

Per Government Codes 3100-3109 all public employees are disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law. All disaster service workers shall, before they enter upon the duties of their employment, take and subscribe to the oath or affirmation required by the Government Code. In case of an emergency or disaster, public employees are required by law to respond to the disaster when so assigned.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION/TITLE IX EMPLOYER**



## **JOB DESCRIPTION**

### **EMPLOYEE BENEFITS ASSISTANT II FULL-TIME (NON-EXEMPT POSITION)**

#### **Definition**

Under supervision of the Employee Benefits Team Leader, this position will perform responsible and technical functions pertaining to Health and Welfare Employee Benefits Program. The position also provides assistance and information regarding health and welfare insurance coverage in the administration of the Employee Benefits Programs.

#### **Principal Job Duties**

- Serves as a resource to assigned member districts by providing guidance and support regarding benefit eligibility, enrollment procedures, and program requirements.
- Coordinates with insurance carriers, third-party administrators, and vendors to resolve eligibility, enrollment and claims issues and ensures timely resolution of member and district concerns.
- Prepares and coordinates training sessions, workshops, and informal meetings.
- Supports district outreach efforts by providing educational resources and assistance related to benefit programs.
- Assists with troubleshooting eligibility discrepancies between district records, benefit administration systems, and insurance carriers.
- Supports testing, implementation, and ongoing maintenance of benefits administration systems and electronic eligibility processes.
- Assists with the preparation and administration of the annual Open Enrollment process, including supporting district timelines, reviewing enrollment documentation, and processing changes resulting from Open Enrollment and qualifying life events.
- Assists with dependent eligibility verification and related compliance activities, as needed.
- Assists with reconciliation of billing records related to active members, COBRA and retirees.
- Maintains accurate records related to benefit program participation.
- Compiles enrollment, participation, and statistical data and assists in preparation of reports, summaries, and program documentation related to employee benefit administration.
- Walks Qualified Beneficiaries and retirees through the enrollment process, and where applicable, the Medicare process.
- Maintains employee eligibility and enrollment records within the benefits administration system and other related software platforms.
- Assists with the development and distribution of informational materials for district personnel and members.

- Assists with administration of continuation coverage programs including COBRA and retiree participation
- Ensures Benefit enrollment and eligibility updates comply with applicable Federal and state regulations and related mandates.
- In collaboration with RESIG's Culture Committee/Wellness Committee, coordinates wellness activities and events.
- Sets and/or adjusts schedule, as needed, for meetings, trainings, conferences, and other work-related events.
- Provides backup to Benefits Coordinator.
- Performs other duties as assigned.

### **Knowledge and Skills**

- Fundamental principles and practices of health and welfare benefit plans.
- Procedures, methods and techniques pertaining to the administration of employee health and welfare benefits programs.
- Applicable federal and state laws and regulations governing employee benefits programs including HIPAA, COBRA, Medicare, and related mandates.
- Benefits administration systems, eligibility databases, and related software platforms used to maintain enrollment and eligibility records.
- Organizational and analytical skills necessary to manage eligibility, enrollment, and benefits related documentation.
- Modern office procedures, records management practices, and proficiency with computer applications, databases and electronic systems, specifically, the Microsoft suite, AI LLMs, and benefit administration platforms.

### **Ability to**

- Perform responsible technical and administrative duties in support of a comprehensive employee benefits program and effectively resolve eligibility, enrollment and claims-related issues.
- Organize, prioritize, and manage workload independently, while responding to frequent interruptions and changing priorities.
- Interpret and apply policies, procedures, and program guidelines related to employee benefits administration
- Establish and maintain cooperative and effective working relationships with coworkers, member districts, vendors, and other contacts.
- Demonstrates consistent accountability and respect for others
- Compile and analyze fiscal and statistical data and prepare reports and summaries as needed.
- Perform calculations and basic data analysis with accuracy.
- Communicate clearly and effectively, both verbally and in writing.
- Understand and carry out oral and written directions.
- Adapt to changing program requirements and recommend effective solutions to operational challenges.
- Represent RESIG in a professional manner consistent with the organization's policies, practices, and standards.

### **Working Conditions**

- Frequent travel to member districts, meeting sites, conferences, and other work-related locations
- Must have valid California Driver's License or other reliable means of transportation

- Work on school campuses and inside various office environments. Use of computer equipment and office technology requiring movements.
- Work while sitting, standing, bending, stooping, squatting, kneeling, or walking for extended periods.
- Lift and carry materials up to 25 pounds on a regular basis and up to 40 pounds on an occasional basis.

### **Experience and Education**

- One (1) year of experience performing administrative or technical duties related to employee benefits administration, insurance programs, human resources, fiscal record management, or a closely related field; or equivalent related coursework or training.
- High school diploma or equivalent required; college degree preferred. Experience working in the public sector, particularly with schools or public agencies, is desirable.

### **Certificate Requirement**

- Typing certificate 50 wpm
- Demonstrates proficiency in computer and data entry skills sufficient to perform the duties of the position, as outlined.

RESIG commits that its programs, activities, and practices shall be free from unlawful discrimination, harassment, intimidation, and bullying based on actual or perceived race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics.