

GROUP INSURANCE SPECIALIST I

NATURE OF WORK IN THIS CLASS:

This is routine technical work in the administration of the group insurance programs for government employees.

Employees in this class perform routine technical duties independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Processes group insurance applications for medical, dental and life insurance programs.

Explains to employees and the public the specific coverages and requirements under each group insurance plan.

Performs minor evaluations on death claims, beneficiary designation and processing of disability claims.

Maintains records and prepares statistical and other reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of modern office practices and procedures.

Ability to learn the principles and practices of group medical, dental and life insurance programs.

Ability to learn and explain the coverages and requirements of each insurance plan to employees and the public.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to make arithmetic computations.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

Skill in the safe operation of a motor vehicle.

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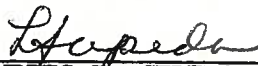
MINIMUM EXPERIENCE AND TRAINING:

- (a) Two years of technical experience in claims processing, program eligibility evaluation, bookkeeping, or related work and graduation from high school; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

NECESSARY SPECIAL QUALIFICATION:

Possession of a valid driver's license.

ESTABLISHED: July, 1981



LOURDES F. CEPEDA, Acting,
Executive Director,
Civil Service Commission