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<b>Position:</b>	Benefits Analyst	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Benefits Department	<b>Pay Grade:</b>	31
<b>Reports To:</b>	Risk Benefits Manager	<b>Salary Schedule:</b>	Classified Management

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### **SUMMARY**

Under general direction the purpose of the position is to administer the self-funded employee benefits for the District by coordinating, implementing, and administering programs that include group health and welfare, other forms of group insurance, and related activities such as workers' compensation. Consults with employees to maximize inclusion of employees in the benefits programs. Employees in this classification function at senior professional level to coordinate the self-funded employee benefits and workers' compensation plan and ensure that the plans are meeting District, state and federal level requirements.

### **DISTINGUISHING CAREER FEATURES**

The Benefits Analyst is a senior-level technical position in the benefits department career ladder. Advancement to this position requires compliance with the position qualifications and a demonstrated ability to lead a program that has district-wide span of control and ability to implement self-funded benefits and worker's compensation plan provisions.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Participates in the design, assembly, implementation, and administration of benefits programs designed to insure employees against loss of income due to illness, injury, layoff, or retirement.
- Implements, coordinates, and participates in the day-to-day administration of the self-funded benefit programs.
- Provides regular communications about the benefits programs through open enrollments, periodic orientations for new and existing employees, written communications, and newsletters. Serves as a primary resource to employees for benefit questions. Assists employees in solving problems with coverage.
- Coordinates and oversees risk management for the self-insured workers compensation program, including claims, progress, and return-to-work programs.
- Participates on district-wide committees including the Employee Benefits Committee, Standing Benefits committee, Wellness committee and Safety committee.
- Assures that employees are properly oriented, questions are answered, documents are processed on a timely basis, bills are processed, and required eligibility reports are delivered in a timely manner.

- Provides supervision to the Benefits department employees under the direction of the Risk/Benefits Manager.
- Evaluates existing benefits policies such as the level of group insurance coverage and workers compensation. Compares plans to competitive trends. Recommends changes to management and the standing benefits committee.
- Coordinates the processing of enrollment, claims, and other benefits documentation ensuring that employee information is correctly and appropriately entered into District employee databases.
- Administers, monitors, and processes COBRA and other special program requirements.
- Interpret laws and regulations and compare to existing benefit plan provisions. Provides management with recommendations.
- Reviews statistical and other performance-oriented records of benefit plan activity. Prepares reports as assigned.
- Coordinates and processes the transfer of data to/from District databases to provider databases.
- Responds to requests for information using discretion and judgment when discussing confidential and/or sensitive information.
- Ensures the Benefits department compliance with HIPAA regulations and participates on the District HIPAA compliance committee.
- Coordinates benefits provisions for eligible retirees and accounts receivable.
- Performs other duties as assigned that support the overall objective of the position.

## **QUALIFICATIONS**

**Knowledge and Skills:** The position requires specialized program knowledge of group employee benefit programs including insurance and workers compensation. Requires working knowledge of the laws and regulations affecting benefits administration, including those dealing with self-funded programs. Requires knowledge of personal computers and common office productivity applications such as office suites, spreadsheets, and relational databases. Requires human relations skills sufficient to communicate technical concepts to others in individual and small group settings, and to exercise patience when dealing with employees. Requires skill at preparing effective written communications. Requires sufficient math skill to compute risk and return, present value, and cost-benefit analysis.

**Abilities:** Requires the ability to carry out the objectives and duties of all aspects of the position. Ability to analyze problems, prepare reports, and develop recommendations on benefits actions that are fair and in the best interest of the District. Ability to perform research and analysis. Requires the ability to learn, apply, and interpret District policies, procedures, and rules pertaining to benefits. Ability to interpret and apply related state and federal laws. Ability to gather and analyze data and develop conclusions and recommendations. Ability to plan, organize, and prioritize work processes in a high volume environment in order to meet schedules and timelines. Ability to lead and train others and facilitate small group processes. Ability to supervise and direct staff. Ability to communicate technical information and to interact with a wide variety of groups and individuals inside and outside the organization.

**Physical Abilities:** Ability to function indoors engaged in work of primarily a sedentary nature. Ability to use near visual acuity to write and to read printed materials and computer screens. Ability to use hearing and speech for ordinary telephone conversations and to hear sound prompts from equipment. Requires ambulatory ability to sit, often for long periods of time, move about various District locations. Requires manual and finger dexterity to type/keyboards and/or operate mouse and/or otherwise operate a computer and other equipment. Requires the ability to lift, move, and carry lightweight materials less than 20 pounds. Requires auditory ability to project voice to a large audience and to carry on conversations over the phone and in person.

**Education and Experience:** Bachelor's Degree in business finance, human resources, public administration, risk management or related field and five (5) years of experience administering employee benefits programs in a public service environment. Additional experience may substitute for formal education.

**Licenses and Certificates:** May require a valid driver's license.

**Working Conditions:** Work is performed indoors where minimal safety considerations exist.