

MEMORANDUM OF UNDERSTANDING #5
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)

Benefits Analyst New Job Description
October 23, 2024

This Memorandum of Understanding (“MOU”) is agreed to between the Folsom Cordova Unified School District (“District”) and the California School Employees Association (CSEA), and its American River Chapter No. 528. Collectively, the District and CSEA will be referred to as “the Parties.” The District and CSEA are parties to a collective bargaining agreement (“CBA”) which expires June 30, 2025.

The parties have negotiated all matters within the scope of representation and reached agreement on the Benefits Analyst new job description (Attachment A).

Rationale

The Payroll and Benefits department has identified the need for a Benefits Analyst to remain compliant with Federal and State regulations. The role of the Benefits Analyst is to analyze market trends, consider costs and find the best benefit programs for FCUSD employees.


Salary Placement


The Benefits Analyst will be placed on Range 22 of the Classified Comprehensive Salary Schedule (Attachment B).

Fiscal Impact


The cost of recruiting a new Benefits Analyst is \$129,117.

This job description shall be effective upon ratification by the Board of this MOU.

By: 
Donald Ogden, Ed.D.,
Associate Superintendent, HR

By: 
Rob Corn,
President, Chapter 528

Date: 12-5-2024

By: 
Joel Rogers,
Labor Relations Representative, Chapter 528

Date: 12/06/2024

Board Approved: 2/13/2025

CSEA Ratified: 01/22/2025

NEW VERSION I 09.13.2024
BENEFITS ANALYST

DEFINITION:

Under the direction of the Administrative Services Support Manager, performs independent, complex technical and analytical tasks to implement, organize and direct the administration of the employee/retiree benefits programs, and operation of the benefits department and data systems. Coordinates the annual open enrollment, new hire/retirement orientations and employee presentations; ~~Exercises independent judgment in accordance with established policies and procedures~~; prepares detailed reporting; maintains accurate financial record keeping and reconciles employee benefits. Assists with administration of labor agreements and laws, board policies and administrative regulations, ensures compliance as it relates to benefits programs; ~~Coordinates the work of others and performs related work as required.~~

QUALIFICATIONS:

Experience:

- Minimum of three (3) years of increasing responsibility in benefit management in a school district or government agency

Education:

- Degree in Business, Finance, Accounting, Health Services or equivalent college level coursework is desirable.

DISTINGUISHING CHARACTERISTICS:

The Benefits Analyst is a technical position in the Administrative Services career path requiring in depth knowledge of ~~. This position requires an extensive understanding and specialized knowledge~~ in the administration and coordination of employee benefit programs, contracts, related laws, regulations codes and reporting requirements, ~~and i~~ Involves highly specialized and/or technical expertise for the application and interpretation of data, procedures, policy, law and regulation; ~~demonstrates demonstrate~~ ability to communicate, troubleshoot, resolve, and support the administration of employee benefit programs. The incumbent must exercise independent judgment in accordance with established policies and procedures; will train and coordinate the work of others and perform related work as required. Advancement in this position must demonstrate a high level of competency in the administration of employee benefit programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties may include, but are not limited to the following:

- Manages the administration of the employee benefit programs: renewals, active and retiree, Section 125, medical, dental, vision, EAP, life, disability, long-term care, wellness, and benefits associated with leaves
- Initiates/maintains/updates/closes benefit plans in the district data/financial system in a timely fashion, ensures annual plan changes, verifies updates to benefits and payroll system
- Performs specialized accounting duties to ensure sound fiscal management of the benefit program; ensure compliance with application laws, regulations and codes, implements reporting procedures and internal controls to maintain accurate records
- Supports implementation of new carriers, vendors, benefit plans, and data systems
- Create, analyze, and compare complex data including premium billing, enrollment, financial records and payroll deductions
- Develop and implement policies and procedures, trainings, presentations and workshops

- Collaborate with administration, unions, broker, carriers, vendors and employees about changes to benefits program
- Project management and analysis to ensure informed decision making and successful execution or benefits programs
- Evaluate proposals, contract language, board policies and regulations as it relates to benefits.
- Review, interpret and explain collective bargaining contract language, laws and regulations as it relates to benefits.
- Assists in the development, implementation, revision and updating of benefits related Board Policies, Administrative Regulations and Collective Bargaining Agreement
- Oversee the training of new employees in the benefits department
- Lead department employees through a problem-solving process to ensure informed analysis of cause and effect and recommendations
- Establish priorities and makes decisions within the scope of responsibility
- Analyze, audit and reconcile all benefit systems, vendors and carriers
- Assist department employees in ~~interpreting and~~ applying district policy, procedures, regulation and contracts
- Provides support and analysis for benefits and payroll
- Act as district liaison with employees, sites, vendors, carriers, broker, district administration, benefit committee and union representatives
- Monitor and process eligibility for ACA reporting and criteria
- Manage retiree health benefit program
- Prepare reports and presentations on benefit program utilization, costs, and effectiveness
- Supports leaves department and employees during leave of absence
- Provide post-employment information regarding the extension of employee benefits (COBRA) to retirees, separated employees and eligible dependents
- Assists with death/life insurance claims
- Resolve issues, discrepancies, and questions related to benefits
- Maintain confidential reports and records as it relates to benefit programs
- Explains benefit policies to employees
- Communicate and speak effectively to groups, provide presentations and trainings
- Prepare District and State forms and submits to appropriate personnel for approval

KNOWLEDGE-OF:

- Excellent data analysis skills with the ability to interpret complex data
- Applicable Federal and State laws, codes, rules and regulations related to employee health benefits
- Methods, practices, terminology and procedures used in benefits administration including health insurance, enrollment, eligibility, billing and record keeping functions
- Accounting practices and financial reporting principles
- Methods of auditing and compliance review
- Customer service skills and proven problem solving techniques
- Benefit management platforms, carrier portals, financial and related data systems
- Interpersonal, oral and written communication skills
- Operation of computer and assigned software
- Modern office practices, procedures and equipment use

ABILITIES AND SKILLS:

- Interpret and apply laws, regulations, codes, policies, and procedures governing employee benefit programs
- Analyze, understand, explain and administer bargaining contracts
- Review carrier and vendor contracts, and data related to the administration of employee benefit programs

- Train department staff, develop department procedures and processes
- Organize and maintain information, procedures and forms regarding health insurance benefit programs
- Develop, prepare and maintain a variety of reports, records and files
- Prepare and compose complex written communications and oral presentations
- Analyze and prepare complex data and financial reports
- Understand and learn complex rules and regulations of ACA (Affordable Care Act)
- Perform research, compile information from a variety of sources maintaining accurate records and files
- Communicate with employees, carriers, broker regarding problems and discrepancies
- Establish and maintain cooperative and effective working relationships
- Plan, prioritize, and organize work to meet schedules and timelines
- Communicate with carriers regarding problems and discrepancies
- Learn and maintain proficiency on computers and related equipment and software
- Problem solve and work independently

PHYSICAL REQUIREMENTS:

Physical abilities: include the usual and customary methods of performing the job’s functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer

Significant physical abilities: include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.



FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT CLASSIFIED COMPREHENSIVE
EMPLOYEE SALARY SCHEDULE KEY 2024-2025

SPECIALISTS

Occupational Therapist	45
Physical Therapist	45
Equity Leader II	43
Mental Health Specialist II	42
Student Data Analyst	41
Behavior Specialist	38
Community Schools Facilitator II	38
Mental Health Specialist I	38
Registered Nurse	38
School Social Worker I	38
Database Administrator	35
Network Administrator	35
Network Engineer	35
Applications Specialist – PowerSchool	33
Applications Specialist	33
Theater Production Specialist II	32
Systems Administrator	33
Community Schools Facilitator	29
Mental Health Specialist Associate	29
School Social Worker Associate	29
Data Administrator & CALPADS Specialist	28
Fiscal Data Analyst	28
ETIS Support Specialist II	27
Lead Printer II	27
Certified Occupational Therapist Assistant (COTA)	26
Equity Leader I	26
Facilities Planner	25
Lead Buyer	25
Risk Management Specialist	24
Centralized Tech Support Specialist	24
Child Welfare & Attendance Specialist	24
Classified Assistive Technology Specialist	24
Communications Specialist	24
Bilingual/Community Safety Specialist	24
ETIS Support Specialist I	24
Technology Equipment Repair Technician	24
Workers' Compensation and Unemployment Analyst	23
Benefits Analyst	22
Personnel Analyst	22
Speech Language Pathologist Assistant	22
Theater Production Specialist	22
Employee Benefits Specialist	17
Lead Printer	17
Personnel Technician	17
Buyer	15
Due Process Technician	15
Help Desk Technician	15
Help Desk Technician-Testing and Assessment	15
Licensed Vocational Nurse	15
Education Services Student Liaison	15
Special Education Applications Specialist	15
Instructional Materials Technician	13
Restorative Specialist	12
Translator / Interpreter (Spanish)	12
Attendance Technician	11
Facilities Use Technician	11
Research Assistant II, Testing and Assessment	11
High School Library Media Assistant	10
Purchasing Specialist	10
Printer II	09
Categorical Program Assistant	08
Middle School Library Media Assistant	08
Research Assistant I	07
Expanded Learning Team Associate	03
Preschool Associate Teacher	03
Lead Campus Monitor	03
Campus Monitor	01
Expanded Learning Assistant	01

INSTRUCTIONAL ASSISTANTS

CTE Adult Education/Welding	25
Lead Behavior Support Assistant	09
Behavior Support Assistant – General Education	07
Behavior Support Assistant – Severely Handicapped	07
Mental Health Instructional Assistant	07
Transition Assistant II	07
Instructional Assistant Braille	04
Para Educator Mod Severe	04
Transition Assistant I	04
Computer Instructional Assistant	03
Elementary Intervention Program Assistant, (K-3) (4-6)	03
Instructional Assistant-Related Services	03
Instructional Signing Assistant DOH	03
Bilingual/ESL Instructional Assistant	02

Elementary Paraeducator, (TK) (K-5)	01
Instructional Assistant Opportunity Class	01
Special Education Instructional Assistant	01
Instructional Assistant Adolescent Parent Program	01
Instructional Assistant – Preschool	01

ADMINISTRATIVE SERIES

Administrative Assistant III	12
Administrative Assistant (Comprehensive HS/Middle School)	12
Administrative Assistant II	11
Administrative Assistant, Alternative Ed	11
Administrative Assistant, Fiscal Services	11
Administrative Assistant, Elementary School	10
Administrative Assistant I	08

ACCOUNTING SERIES

Lead Financial Accountant	33
Facilities Accountant	28
Financial Accountant	28
Lead Budget Technician	25
Payroll Accountant	18
Budget Technician	17
Categorical Administrative Technician	14
Central ASB Technician	14
Adult Education Account Technician	13
Categorical Account Technician II	12
Lead Account Clerk II	12
Facilities Account Technician	11
Categorical Account Technician I	10
Student Body Account Technician	09
Account Clerk II	08
Account Clerk I	06

COORDINATORS

Bilingual Special Project Coordinator-Spanish	15
Special Project Coordinator	15
Parent Coordinator	01

CLERICAL SERIES

Academic and Career Advisor – Adult Education	09
Registrar (Comprehensive HS)	09
Athletic Clerk	08
College and Career Clerk	07
Registrar (Alternative Education)	07
Middle School Registrar	07
Medi-Cal SMAA/LEA Clerk	05
Clerk Typist III	04
Clerk Typist III, District Receptionist	04
Personnel Clerk II	04
Health Assistant	04
Elementary School Library Media Clerk	03
School Clerk, Elementary/Secondary	03
Clerk Typist II / I	02

FOOD SERVICE SERIES

Food Service Office Technician	15
Food Service Technician	14
Food Service Clerk	11
Food Service Worker II	06
Food Service Worker I	03

MAINTENANCE & OPERATIONS SERIES

Carpenter/Hardware Technician	18
Equipment Repair Technician	18
Fire Intrusion Detection Technician	18
Grounds Maintenance Technician	18
Head Custodian III	18
Maintenance Electronics Technician/Electrician	18
Maintenance HVAC	18
Maintenance Mechanic II	18
Maintenance Painter	18
Plumber/Welder	18
Head Custodian/Trainer	16
Maintenance Mechanic I	13
Warehouse Person/Maintenance Mechanic I	13
Head Custodian II	12
Head Custodian I	10
Building & Grounds Utility Worker	08
Lead Night Custodian	08
Delivery Driver (IMC)	07
Grounds Worker	07
Custodian	04

Board Approved 03/09/2023; 03/23/2023; 04/20/2023; 5/18/2023; 08/10/2023; 10/05/2023; 10/19/2023; 01/18/2024; 06/06/2024; 06/20/2024; Pending Board Approval 11/07/2024