

**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; 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

**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 in the administration and coordination of employee benefit programs, contracts, related laws, regulations codes and reporting requirements. Involves highly specialized and/or technical expertise for the application and interpretation of data, procedures, policy, law and regulation; demonstrates 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 of 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

## BENEFITS ANALYST

- 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 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:

- 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

BENEFITS ANALYST

- 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.