



POSITION DESCRIPTION

JOB TITLE: Benefits Analyst Job Class: 3031		
DATE	DEPARTMENT OR SCHOOL Human Capital	DIVISION Benefits and Compensation Services
BARGAINING UNIT: ASC		FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule:	Pay Range:	Management Approval:
<p>POSITION SUMMARY and PURPOSE: (Describe the general nature and level of work performed by this position.) Performs and assists in various benefit administration functions for the district's health, dental, life insurance and flexible and dependent care spending accounts. Performs maintenance functions for the benefits administration system and interrelated payroll and HRIS systems.</p>		

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Process outbound eligibility and enrollment interfaces with vendors and maintains functional benefit set up in Peoplesoft 9.2.
2. Administers and audits employee generalized payroll deductions including medical, dental, life insurance credits/deductions, premium arrears, executive long term disability (LTD) and Medicare Part B reimbursement payments. Performs mock paycheck review, processes refunds and pay line adjustments for imputed income and benefit plan premiums.
3. Coordinates Open Enrollment including booklet revisions, printing, mailing and carrier meeting. Assist in benefit enrollment processes and communications including the analysis, audits and review of internal administration of benefit eligibility provisions.
4. Analyze costing and related administration expenses of benefits proposals and historical cost record system. Reviews vendor contracts for performance guarantees and compliance.
5. Performs compliance functions with state, local and federal regulations including the Affordable Care Act, COBRA, Section 125 plan and Medicare Secondary Payer compliance. Research, data systems set up, preparation of documents and distribution on a variety of benefits as directed.
6. Develops, updates and maintains summary of benefits (companion piece to the Employee Handbook), benefit statements and other employee and retiree benefit communications, forms and applications in compliance with applicable laws. Maintains electronic benefit communications for Benefit News portal through the MPS portal.
7. Develops, prepares and maintains procedural manuals for the administration of all employee benefits. Maintains internal benefit summaries, rates and spreadsheets, summary plan descriptions and plan document language.

8. Assists with marketing of benefit plans and new plan implementation, including review of summary plan descriptions for continuity and accuracy. Prepares various reports and benefit surveys as directed.
9. Resolves day to day service issues with both internal and external providers.
10. Provides assistance and back up to other benefits staff as necessary.
11. Actively supports the MPS Strategic Plan.
12. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

General supervision provided by the Supervisor, Employee Benefits.

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

May oversee staff on a project basis, no direct reports.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

Position requires a Bachelor's Degree in Human Resources or business related field; a combination of education and experience may be considered. Certification as a Certified Employee Benefits Specialist is desired.

Experience Requirements

At least two years of recent Peoplesoft experience required, knowledge of Peoplesoft 9.2 is desired. Knowledge of the benefit administration modules is recommended. Experience in insurance plan administration is desired.

Knowledge, Skills, and Abilities

Strong written and verbal communication skills are required with the ability to communicate with employees, vendors, independent contractors and consultants. The ability to apply good diagnostic analytical and evaluative skills with a strong background in Peoplesoft benefit administration is required. Familiarity with a variety of employee benefit plans and applicable laws is necessary. Must be responsive to unanticipated needs and be able to handle numerous projects with differing and established deadlines. Proficiency with MS Office to include Word, Excel and Access is necessary.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment must be able to handle light lifting and occasional standing and bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.