



POSITION DESCRIPTION

JOB TITLE: Benefits Admin Analyst Job Class: 3036		
DATE	DEPARTMENT OR SCHOOL Human Resources	DIVISION Benefits and Insurance Services
BARGAINING UNIT: ASC -Exempt		FLSA STATUS: <input 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.)</p> <p>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 HRMA 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. Processes outbound eligibility and enrollment interfaces with vendors and maintains functional benefit set-up in PeopleSoft.
2. 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.
3. Administers and audits all employee generalized payroll deductions to include union dues and savings bonds, executive long-term disability (LTD) and Medicare Part B reimbursement payments.
4. Assists in benefit enrollment processes and communications including the analysis, audits and review of internal administration of benefit eligibility provisions.
5. Analyses costing and related administration expenses of union benefits proposals and designs an historical cost record system.
6. Performs research on various benefits as directed.
7. Coordinates and prepares benefit statements and other benefit communications.
8. Develops, updates and maintains all employee and retiree communications, forms and applications in compliance with applicable laws.
9. Prepares various reports and benefit surveys, as directed.

10. Resolves day-to-day service issues with both internal and external providers.
11. Provides assistance and back-up to other benefits staff as necessary.
12. Actively supports the MPS Strategic Plan.
13. 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 or a 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 is required, knowledge of PeopleSoft 9.0 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 communications 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.

General office environment. *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, 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.

