



POSITION DESCRIPTION

JOB TITLE: Benefit Administrative Analyst Job Class:	
DATE	Office of Human Resources Pension and Data Systems
BARGAINING UNIT: ASC-Exempt	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Pay Schedule: Pay Range:	Management Approval:
POSITION SUMMARY and PURPOSE: Performs functional support services for the Office of Human Resources (OHR) for the PeopleSoft Human Resources Management System (HRMS).	

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. Monitors COBOL programs for Benefits and Pension Administration and COBRA to ensure successful processing on a daily basis. Resolves errors/problems and identifies systemic issues to advance for analysis and resolution by the Senior Benefits Administration Analyst.
2. Reviews error logs and messages that are created after Benefits Administration and COBRA module runs and makes necessary adjustments.
3. Assists in the testing and set up of new rates, benefit plans, benefits billing and other OHR functions in PeopleSoft HRMS.
4. Assists in the processing and monitoring of OHR payroll-related functions as they pertain to the PeopleSoft HRMS system.
5. Assists in the annual Open Enrollment process with set up, running, testing, monitoring and closing.
6. Assists in development and support of PeopleSoft HRMS self-service applications.
7. Assists in the testing of new OHR initiatives in PeopleSoft HRMS including updates, fixes and upgrades.
8. Participates in the development and support of pension administration and information systems.
9. Creates reports and queries for OHR functions in PeopleSoft HRMS and runs processes to interface files to support the benefit and pension functions.
10. Assists in the documentation of OHR PeopleSoft HRMS functional processes.

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 Manager, Pension and Data Systems

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.

N/A; coordinates and interacts with other departments, no direct supervision of staff

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.)

Bachelor's degree in business or related field is required. A professional certification; CEBS or Certified Benefit Professional is preferred. Must have experience and understanding of PeopleSoft software.

Experience Requirements

Two years of experience in health, dental, life insurance, 403(b) and pension plans administration is required. Two years of working knowledge of PeopleSoft 9.0 HRMS or more recent version including benefits administration and payroll modules is required.

Knowledge, Skills, and Abilities

Effective oral and written communications skills are required. Knowledge of and ability to apply good diagnostic, analytical and evaluative skills with strong hands-on knowledge of client-server system environments in human resource management systems, PeopleSoft HRMS and Payroll. Familiarity with pension and benefit plans, and related plan options is required. Proficient in use of Microsoft Access, Excel and Word. A functional background in Benefits is required. Experience working with Benefits Administration module of PeopleSoft HRMS 9.0 is required. Must be able to handle multiple projects with varying deadlines. Attention to detail is essential. Must be able to work with diverse groups.

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 with a willingness to work flexible schedules on occasion.

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.