



**POSITION DESCRIPTION**

<b>JOB TITLE: Benefits Admin Analyst</b> Job Class: 3036		
<b>DATE</b>	<b>DEPARTMENT OR SCHOOL</b> Office of Human Capital	<b>DIVISION</b> Benefits and Compensation Services
<b>BARGAINING UNIT:</b> ASC -Exempt		<b>FLSA STATUS:</b> <input checked="" type="checkbox"/> <b>Exempt</b> <input type="checkbox"/> <b>Non exempt</b>
<b>Pay Schedule:</b> (Current)	<b>Pay Range:</b> (Current)	<b>Management Approval:</b>
<b>POSITION SUMMARY and PURPOSE:</b> (Describe the general nature and level of work performed by this position.) Performs functional support services for the Office of Human Capital (OHC) for the PeopleSoft Human Resource 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 HRMS Administration Analyst.
2. Review error logs and messages that are created after Benefit 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 OHC functions in PeopleSoft HRMS system.
4. Assists in the processing and monitoring of OHC 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. Assist in development and support of PeopleSoft HRMS self-service applications and district initiatives like OPEB and EGWP.
7. Assists in the testing of new OHC initiatives in PeopleSoft HRMS including updates, fixes and upgrades.
8. Participates in the development and support of pension administration and information systems.
9. Create reports and queries for OHC functions in PeopleSoft HRMS and runs processes to interface files to support the benefit and pension functions.

10. Assists in the documentation of OHC PeopleSoft HRMS functional processes.
11. Assists in creating and maintaining interface files. Resolves errors/problems.
12. Work as a liaison between the Technology Department and the Benefit and Compensation Services to Support upgrades, create interfaces, and maintain the PeopleSoft database.
13. Configure PeopleSoft tables in support of Benefits changes and complete research to resolve issues with the database.
14. Creates, maintains and supports changes to the setup of various benefit programs and benefit plans to ensure accurate eligibility.
15. Creates and maintains event rules to support staff changes and respective benefit eligibility changes.
16. Support testing of HRMS PeopleSoft during tax updates and upgrade to the next version analysts to support benefit administration.
17. Prepares and maintains documentation (including training) for benefit assistants and benefit analysts to support benefit administration.
18. Modify PeopleSoft HRMS to be in compliance with Federal laws and regulations
19. Actively supports the MPS Strategic Plan.
20. 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 Pension and Data System Manager.

**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.)

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.**