Employee Benefits Analyst

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of complex, professional-level activities in specialized areas of benefits administration. Assure compliance with laws, codes, rules and regulations related to employee benefit administration; communicate with vendors, employees, administrators, retirees, and others regarding related issues.

REPRESENTATIVE DUTIES:

1. Provide general direction and guidance to the day-to-day operations, problem solving and decision making of the District medical benefits program.

2. Research and resolve complaints, problems or discrepancies related to complex coordination of benefits with District’s self-insured health, prescription drug, dental and vision plans, Employee Assistance Program (EAP) and Medicare for employees and retirees; refer problems appropriately as necessary.

3. Serve as liaison between employees and third-party administrators on claims or administration of self-insured programs; assure consistency and integration across benefit plans/programs and related health/welfare benefits.

4. Conduct audits, research and analyze employee status; compile monthly employee additions/deletions changes report; process updates to insurance carriers.

5. Administer the District’s COBRA and self-pay benefits programs; process enrollment forms for new COBRA enrollees, surviving spouses and unpaid leave employees; prepare quarterly surviving spouses, COBRA, and self-pay invoices and monitor revenues utilizing appropriate computer system.

6. Administer the online benefits program for the District, including yearly planning, web page updates, mailing to staff and plan design changes.

7. Disseminate information related to benefits, Medicare and open enrollment; prepare and present benefit workshops for the District; prepare written correspondence, develop forms and other printed materials related to benefits administration.

8. Develop processes and update standard operating policies and procedures; order materials as needed for distribution.

9. Design and develop annual retiree survey; collect, organize, analyze and assess information based on findings; make recommendations for appropriate course of action.

10. Coordinate and assist retirees with Medicare verifications and reimbursements.

11. Coordinate Medicare Parts A, B, C, and D for retiree benefits program, maintaining compliance with COBRA; adhere to federal rules, regulations, and guidelines.

12. Formulate, implement, and oversee the annual open enrollment process for part-time faculty.

13. Assist in the development and monitoring of benefit budgets; prepare quarterly reports; prepare all invoices for payment; audit benefits expenditures and reconcile all benefit accounts; administer the flexible benefits spending accounts (FSA’s).
14. Coordinate with District budget personnel to maintain, analyze, and revise benefit rate tables; monitor and prepare reports related to benefit costs; prepare and process related corrections.

15. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

1. District employee benefits, EAP’s, and insurance programs and procedures.
2. Policies and laws necessary to process benefit-related documents.
4. Federal and state laws, rules and regulations related to assigned activities including ADA, ERISA, COBRA, FSA, Medicare and other as assigned.
5. Online internet-based benefits systems.
6. The collective bargaining process.
7. Interpersonal skills using tact, patience and courtesy.
8. Oral and written communication skills.
9. Record keeping and report writing techniques.
10. Basic accounting policies and procedures.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Operate a computer as assigned software including a human resources and financial system and online benefits administration; identify, download, extract and convert data and prepare various spreadsheets, reports and records.
3. Work independently with little direction.
4. Maintain complex records and prepare reports.
5. Work confidentially with discretion.
6. Operate a variety of standard office equipment and machines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Bachelor's degree in public administration, business administration or related field and three years increasingly responsible experience in comprehensive benefits administration or related field.

WORKING CONDITIONS:

Environment:

1. Office Environment.
2. Constant interruptions.

Physical Abilities:

1. Hearing and speaking to exchange information and make presentations.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Seeing to read a variety of materials.
4. Bending at the waist, kneeling or crouching of file materials.
5. Sitting or standing for extended periods of time.

Hazards:

1. Contact with dissatisfied or abusive individuals.