

STOCKTON UNIFIED SCHOOL DISTRICT

BENEFITS ANALYST

DEFINITION

The Benefits Analyst will plan, organize, and coordinate the services and activities of the District's employee health and welfare insurance benefits programs and participate in reviewing and selecting benefit plans, vendors, and providers.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Benefits Coordinator. Train and provide work direction and guidance to employees as assigned.

REPRESENTATIVE DUTIES– (Incumbents may perform any combination of the essential functions shown below ((E)). This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

Plan, organize and coordinate the services and activities of the District's employee health and welfare insurance benefits programs including medical, dental, vision, Internal Revenue Code (IRC) Section c plans, retirement and life insurance plans; assure compliance with applicable laws, codes, rules, and regulations. (E)

Participate in the reviewing and selecting of benefit plans, vendors and providers; research, analyze, cost out and make formal recommendations regarding proposed bids, rates, contracts, and amendments. (E)

Train and coordinate the use of department staff; assure confidential, quality customer service is provided to employees, dependents, retirees and others seeking assistance with benefit matters. (E)

Coordinate District-wide open enrollments; compose related communications and oversee the publication and distribution of insurance informational materials such as manuals, guides, handbooks, and brochures. (E)

Serve as a liaison between the District and insurance company representatives and agents; remain current on benefits related policy changes; implement updates pertaining to employee benefit issues. (E)

Train staff as necessary (E)

Develop and recommend policies and regulations related to employee health and welfare insurance benefits. Provide information for the Collective Bargaining Agreements.(E)

Communicate with District employees, administrators, retirees, and outside agencies such as insurance providers and the District's broker/consultant to coordinate activities, resolve issues and conflicts and exchange information. (E)

Provide information and guidance to employees and retirees regarding enrolling in a benefit plan to best meet their needs, insurance claims resolution, eligibility requirements, enrollment procedures, coverage and other related issues. (E)

Provide separated employees and dependents guidance regarding COBRA, CAL-COBRA and HIPAA rights and conditions; assure COBRA letters are mailed in a timely manner to eligible participants. (E)

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Develop and conduct effective in-service employee workshops, seminars and other communication strategies related to benefits for new, existing and retired employees. *(E)*

Oversee accounting activities of benefit programs and contracts; analyze, calculate and assure accuracy of various fees including medical payments, self-insured program billings, premiums and payroll deductions. *(E)*

Prepare or oversee the preparation of a wide variety of auditable reports, records, databases and files related to assigned activities; compile enrollee data for insurance brokers as requested; compose Request for Proposals, policies, manuals and contracts. *(E)*

Provide technical expertise and information to the Executive Director of Risk Management regarding assigned functions and participate in the formulation of policies, procedures and programs; advise the Executive Director of unusual trends or problems and recommend appropriate corrective action. *(E)*

Oversee budgets for assigned activities; control expenditures in accordance with established guidelines and limitations. *(E)*

Participate in the development, implementation and management of benefits management information systems. *(E)*

Operate a computer and assigned software. *(E)*

Attend and participate in a variety of meetings, conferences and workshops to maintain current knowledge of laws, codes, rules and regulations related to assigned functions. *(E)*

Serve as a member of assigned committees such as the Health Benefits Committee; prepare and deliver oral presentations as requested. *(E)*

Oversee, plan and coordinate the School District's Civic Center Permit process. *(E)*

Perform related duties as assigned

QUALIFICATIONS

Knowledge of:

- Coordination, organization and management of employee benefit programs.
- Methods, practices and procedures used in benefits and contract negotiations administration.
- Regulatory agencies governing health and welfare insurance.
- Principles and practices of collective bargaining agreements.
- Applicable laws, codes, rules and regulations related to assigned activities.
- Budgeting and accounting practices regarding monitoring and control.
- Research methods and report writing techniques.
- Record-keeping techniques.
- Principles and practices of assuring high-quality customer service.
- Principles and practices of training and supervision.
- Public speaking techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

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- Operations of a computer and assigned software.

Ability to:

- Plan, organize and manage the services and activities of the District's employee health and welfare insurance benefits program.
- Prepare and oversee the preparation of a variety of auditable records, file, and reports.
- Analyze situations accurately and adopt an effective course of action.
- Analyze, interpret and explain benefits contract language.
- Apply and explain applicable benefit laws, codes, rules and regulations.
- Train staff.
- Prepare and deliver oral presentations.
- Compose complex communications and informational materials.
- Oversee the accounting activities of benefit programs and contracts.
- Participate in the development and preparation of preliminary budgets.
- Monitor and control expenditures.
- Analyze and develop work methods, procedures, and schedules.
- Communicate effectively both orally and in writing.
- Plan and organize work.
- Operate a computer and assigned software.
- Establish and maintain cooperative and effective working relationships with others.

Education and Experience:

A High School Diploma and a minimum of 30 college units. Three (3) years of experience coordinating employee benefits program. Employee benefits administration experience in a public school district and with joint employer and union health committees is highly desirable. Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

WORKING CONDITIONS:

- Office environment.
- Driving a vehicle to conduct work.
- Potential for contact with dissatisfied or abusive individuals.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information and make presentations.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Reaching overhead, above the shoulders, and horizontally to file materials.
- Bending at the waist, kneeling or crouching to file materials.
- Accommodation may be made to enable a person with a disability to perform the essential functions of the job with or without reasonable accommodation.