

## **Carson City School District Job Description: Human Resources Benefits Analyst**

**Job Title:** Human Resources Benefits Analyst

**Department:** Human Resources

**Reports To:** Associate Superintendent

**FLSA Status:** Non-Exempt

**Prepared By:** Associate Superintendent of Human Resources

**Prepared Date:** 02-12-2020

### **General Job Description:**

Under direction, serves as Benefits Coordinator for District, performing technical and clerical functions on an independent, responsible level, with accuracy, thoroughness, and timeliness. Required duties facilitate the administration of health benefits to active employee, retiree, and COBRA members of the District. Exercises independent judgement in applying, interpreting, and maintaining strict compliance with fiscal division policies, federal COBRA regulations and procedures related to health benefits; and administers various employee benefit plans, such as group medical, dental, vision, life and various flexible benefits; and to perform related work as required. Duties include:

- Independently serves as the District Health Benefits Coordinator, performing highly responsible, complex and diversified clerical, administrative, and technical support functions with accuracy and timeliness.
- Assumes responsibility for the maintenance and processing of employee group insurance records to include active members and retirees.
- Oversees the Retiree Health Insurance program and data to include the processing of insurance requests, the retiree database, and working with PERS while providing file and data management.
- Facilitates COBRA enrollment submissions and payments.
- Analytical, budgetary and fiscal duties may be a major or minor part of the individual's job.
- Performs related work as required.
- Bilingual preferred.

### **Essential Duties and Responsibilities:**

Manages the District's various health benefit programs; medical, dental, vision, life, Health and Flexible Savings account. Works with service providers, employees, management and Benefits Committee. Acts as an agent to implement the Benefits Committee's negotiated health plans. Updates and revises insurance policies; has knowledge of completing insurance policies as needed, maintains and updates all contract information through the renewal process. Works closely with Insurance Broker. Implements systems to record, notify, corresponds, report and analyze relevant data to maximize efficiency, usability of service-employee portals, coordinates with Human Resources and Fiscal, and Technology Departments. Resolves complaints; serves as coordinator for the Benefits Committee providing information and resources, adheres to HIPAA rules and regulations. A Confidential Employee. Performs other related duties as may be required by Supervisor.

- Consults with third party administrators and vendors to ensure programs are working correctly, recommends changes as needed; serves as liaison for the benefits program with other divisions, departments and outside agencies.
- Oversees and implements necessary changes in insurance eligibility management.
- Handles sensitive data collection and is instrumental in dealing with data integrity. Monitors ongoing data collection, data reporting, monthly program audits. Reconciles invoicing.

### **Fiscal:**

- Provides fiscal and data analysis support in administering and coordination the District's Insurance Plans.

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- Audits, manages, coordinates and provide technical guidance to insurance programs carriers, providers and third-party administrators.
- Performs accounting research and database analysis as required. Knowledge of General Ledger functions, and warrant preparation; maintaining accounts receivable and payable reconciliation on retiree's account. Preparing payroll deduction statements for Fiscal input.
- Performs related work as required.

### **Technical:**

- Review and/or process confidential, detailed and/or technical forms, files, and other documentation, associated with one or more district program areas.
- Subject matter expert, providing sensitive and detailed program information to district employees and officials, the general public are a significant part of the job.
- Reviews, completes, and processes technical documents applying a thorough and detailed knowledge of the appropriate laws, rules and regulations pertaining to the department or program; gives information regarding the special and/or technical program to district personnel, service providers, vendors and/or the general public.
- Researches, assembles, tabulates and analyzes data from a wide variety of sources; interviews and consults with district and department officials. Prepares detailed narrative and/or statistical reports for administrative review and control; makes recommendation on procedures, policies, and program alternatives to improve efficiency. Research and develop background information to be used for management decisions.
- May supervise and review subordinate account clerks or office assistants.

### **Knowledge of:**

Quality customer service and public relations; advanced office practices, procedures, and methods, including the preparation of business correspondence, report preparation, filing, faxing, document management, and standard office equipment operation; basic principles of fiscal administration, particularly related to health benefits and record keeping; expertise in using the English language, including overall presentation, spelling, grammar, and punctuation; application of school district organizational policies, rules, and regulations; maintaining health benefit regulations; business mathematics; understanding effective, efficient management and training principles; reading, writing, composition, editing, and comprehension skills.

Laws, rules, principles and practices of the function area relevant; knowledge of writing reports and correspondence writing; public and business administration practices; computer programs, automated information systems, Microsoft Excel, Microsoft Word, current office methods, procedures and equipment as well as website creation and maintenance.

### **Ability to:**

Evaluate, analyze, and maintain compliance of benefit policies, terms condition, contract and regulations, summarize, interpret, and instruct employees receiving benefits; work independently in a timely completion of regular and special assignments requiring use of sound judgement; interprets data and calculates accurate mathematical computations; maintains complete confidentiality of sensitive and privileged information; ensure the understanding and completion of all oral and written instructions; serves as a conduit between the District employees and various benefit providers; keyboard at a net corrected speed of 60 wpm; records and transcribes meeting minutes; operates a vehicle, observing legal and defensive driving practices; understand and carry out oral and written instructions; establish and maintain effective proactive relationships with those contacted in the course of work.

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### **Skills:**

Working independently; understanding, interpreting, and applying laws, rules as they relate to specialty area(s); gathering and analyzing data; preparing clear, concise narrative and statistical reports, records and correspondence; performing complex clerical and technical work; typing with accuracy; evaluating situations accurately and taking effective courses of action; exercising tact, judgement and strategy with a variety of people and a variety of situations; reading and writing English at a level required for successful job performance; understanding and carrying out oral and written instructions; establishing and maintaining effective working relationships with those contacted in the course of work.

**Any combination of training, education, and experience, which demonstrates an ability to perform the duties of position:** Graduation from high school or equivalent. Completion of formal or informal training in benefit administration practices, or closely related field; and responsible secretarial and office management or technical experience and/or training involving planning and scheduling work duties; experience and success in maintaining confidentiality concerning all business matter, compilation and reporting of data; reading, editing, and interpreting complex written materials and the performance of administrative details-

### **Licenses or Certificates Required:**

Possession of a High School diploma or equivalent certificate, a valid driver's license issued by the state of residence, and an original Social Security Card.

### **Essential Job Functions:**

- Plans, organizes and all health benefits initiatives.
- Coordinates the health plan administration for all Carson City School District staff and their dependents.
- Develops, recommends and interprets policies, regulations, standards, procedures and short/long term goals of the Departments managed.
- Works in cooperation with administrators and other appropriate staff in the budget planning and workload.
- May serve as a representative of the School District on various committees and boards in the State and local community.
- Prepares comprehensive verbal and written reports.
- Shall collaborate with District staff on health benefits efforts.
- State evaluation reporting for certified staff.

### **Other Skills and Abilities:**

Ability and familiarity in working with other school districts, city, state, and federal agencies.

### **Other Qualifications:**

Knowledge of the organizational structure of Nevada school districts and applicable sections of the Nevada revised and federal statutes.

### **Physical Demands and Working Conditions:**

Strength: Exert force up to 50 lbs., occasionally, 10-25 lbs., constantly or a negligible amount of force frequently to lift, carry, push, pull or move objects. Frequent reaching, handling, repetitive fine motor activities, talking and hearing. Vision: Frequent near acuity and occasional far acuity. Mobility to work in typical office setting and use standard office equipment. Vision to read printed materials, computer/device screens or other monitoring devices. Hearing and speech to communicate in person or over the telephone and related technology.

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### **Environmental Conditions:**

Climate controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods. Hazards: Furniture, office equipment, communicable diseases, chemicals (as related to specific assignment), and office equipment and machinery (as related to specific assignment).

<b>Salary Range:</b>	<b>Refer to current CESA Salary Schedule</b> (Plus employer paid benefits and retirement)
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When applying for a position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**Notice of Non-Discrimination:** The Carson City School District does not discriminate against any person on the basis of race, color, national origin, sex, disability, age, or on any other basis protected by state or federal law, and it provides equal access to the Boy Scouts of America and other designated youth groups. The following person has been designated to handle inquiries regarding the District's non-discrimination policies: Title IX and 504 Coordinator, 1402 W. King Street, Carson City, NV 89703, (775) 283-2130.