CLASS TITLE: BENEFITS ANALYST (CONFIDENTIAL)

BASIC FUNCTION:

Under the general direction of the Director of Human Resources Operations, plan, organize, coordinate, and administer the employee benefits, safety, and workers’ compensation functions of the District.

REPRESENTATIVE DUTIES:

Oversee and coordinate the day-to-day administration of employee health and welfare benefits including medical, dental, vision, insurance, workers’ compensation, safety, and the employee assistance program. 

Serve as a technical resource to the District negotiations team regarding health and welfare benefits and insurance programs and services for District employees and retirees; research, analyze and develop recommendations relative to confidential District collective bargaining proposals.

Perform technical research and analysis on internal and external benefits-related data, methods, mechanisms, and processes; identify trends and concerns related to benefits and workers’ compensation claims; prepare summary reports.

Receive, review, process, and monitor workers’ compensation claims with third party administrators; ensure appropriate action and communication with employees; assist in the investigation of claims, including the review of medical reports, policies, and procedures; may interview witnesses and correct safety issues.

Assist in the implementation and evaluation of District return-to-work programs, including review of doctor’s work restrictions and requests for reasonable accommodation; advise departments on modifications to accommodate employment for light duty assignments; facilitate the interactive process between management and employees.

Respond to unemployment claims; review correspondence and conduct research pertaining to such claims and communicate findings to the Employee Development Department in a timely manner.

Review and recommend actions for pending workers’ compensation, Department of Fair Employment & Housing (DFEH), ADA litigation and Unemployment Insurance Appeals Board hearings; attend depositions, settlement proceedings, and assist in preparation for the trial.

Consult with medical plan carriers to ensure District plans are compliant with applicable laws and regulations such as the Health Insurance Probability and Accountability Act (HIPAA) and the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Serve as liaison between the District and benefits brokers, insurance carriers, and providers of medical services in the administration of the District’s fringe benefits, workers’ compensation, and

Established October 2010
other insurance programs, including coverage, premiums, claims processing, fees and plans requirements. 

Coordinate annual open enrollment activities; schedule meetings; oversee the preparation and assembly of materials; answer questions; organize the collection of enrollment change forms; process enrollment forms. 

Review, update, and implement systems and procedures to prevent or minimize loss from employee casualties, including review of OSHA compliance; identify potential areas of loss, extent of loss, and degree of risk. 

Communicate complex information to employees and the public regarding District benefit packages and employee options; explain a wide range of specialized benefit-related regulations, rules, policies and procedures. 

Prepare reports, files, correspondence, and other documents including those required for regulatory compliance; may develop and prepare visual presentations, flyers, and graphic materials. 

Organize and coordinate districtwide health and benefit employee awareness activities such as workshops, seminars, and fairs. 

Participate on committees, task forces, and related initiatives related to employee benefits, safety, and workers’ compensation. 

Coordinate and facilitate the administration of district Risk Improvement Action Plan, including the administration of classroom and online safety training. 

May provide training to management on workers’ compensation procedures, responsibilities, and reporting; provide training to staff on employee benefit programs and options as assigned. 

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles, practices, methods, and terminology of employee benefits administration
Principles, practices, methods, and procedures pertaining to workers’ compensation and employee health and safety
Standard employee benefits packages and insurance programs
Laws and regulations applicable to the administration of benefit programs, such as Consolidated Omnibus Budget Reconciliation Act (COBRA) and Health Insurance Portability and Accountability Act (HIPAA)
Laws pertaining to work-related injury or illness, liability, employee and student safety
Laws and regulations pertaining to safety, hazardous materials, and related areas including Asbestos Hazard Emergency Response Act (AHERA), Occupational Safety and Health Administration (OSHA), SB 98, and disaster preparedness
District personnel policies and procedures, particularly as they apply to benefits administration and workers’ compensation
Modern computer software packages, including word processing, database, and spreadsheet applications
Record keeping techniques
Principles of effective public speaking
Principles of business letter writing and technical report preparation

ABILITY TO:

Handle multiple projects simultaneously
Work independently with little direction
Analyze employee health problems and devise solutions
Exercise tact and patience in interactions with employees
Interpret pertinent laws, rules, and regulations
Communicate effectively, both orally and in writing
Establish and maintain effective working relationships
Exhibit detail orientation in reviewing documentation and records
Maintain the confidentiality of sensitive negotiations information and employee health and medical data
Assist with the negotiation and effective interactions with attorneys, insurance representatives, medical personnel, claims agents and others
Represent the District in quasi-judicial hearings or litigation
Collect, investigate, analyze, and interpret data
Prepare clear, concise, and comprehensive administrative and technical reports
Implement plans and programs to reduce claims and cost losses to the District
Conduct safety training programs and maintain records of employee participation in such programs

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Education: Bachelor’s degree in business administration, public administration, human resources management or a related field.

Experience: Two years of professional-level experience with responsibility for the administration of health and welfare benefits and/or workers’ compensation programs.

WORKING CONDITIONS:

ENVIRONMENT:

District Administrative Center environment, will require exposure to hazards in the inspection of building and incident sites

PHYSICAL ABILITIES:

Ability to speak and hear to communicate effectively with a wide variety of individuals and/or groups in person and on the phone
Ability to walk, stoop, reach and climb to inspect buildings and incident sites
Sitting for extended periods of time