



Title: Benefits Administrator

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to manage and administer the District’s retirement programs, health/welfare programs, personnel/medical record program, leave administration, HRIS, and other employee benefits programs. This is accomplished by administering benefit programs according to all legal requirements, making appropriate enhancements/changes when needed, and ensuring appropriate utilization of programs.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	(L) Light Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	(M) Medium Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	(H) Heavy Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	(V) Very Heavy Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
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#	Code	Essential Functions	% of Time
1	S	Administers and manages health/welfare programs by preparing and distributing written and verbal information to inform employees of benefits, policies, and procedures, evaluating benefits rates/plans submitted by vendors, conducting annual enrollment activities, interpreting collective bargaining agreements in regard to different health/welfare requirements, and applying laws and legislations that impact benefits.	30%
2	S	Administers and manages retirement programs by preparing retirement estimates, meeting with employees to review retirement benefits and options, preparing issue papers/resolutions for retirement board approval on disability retirements as well as all other Benefits related items, directing the work of actuary and handling annual plan valuation, and collaborating and coordinating studies and reports for board presentations.	25%
3	S	Administers and manages other pension related programs by applying appropriate laws and legislation, conducting best practices and benchmarking studies as needed, collaborating with finance and retirement boards to annually review and determine appropriate design plan changes, and training staff as warranted on pension related programs.	10%



4	S	Administers and manages District’s leave programs including FMLA/CFRA/PDL, by ensuring requests are handled in a timely manner, ensuring staff is tracking all intermittent and consecutive leaves to determine time used as well as length of time off, conducting training for management and supervisors regarding employee rights under law as well as their obligation under the law, ensuring separate confidential files are maintained for requests, and interpreting federal and state law as well as collective bargaining agreements in regards to leaves	15%
5	S	Develops, coordinates, maintains, and supervises employee records management program by monitoring and modifying records management retention schedule, developing methods to ensure efficient filing, storage, and retrieval of employee records, ensuring confidentiality of employee records, monitoring and testing the Human Resources Information System (HRIS), and maintaining current knowledge on laws affecting employment records and confidentiality.	10%
6	S	Administers District’s HRIS database, including all personnel and benefit actions. Coordinates system updates, annual testing and implements process improvements. Coordinates with IT and other district personnel to ensure updates, maintenance and overall administration of the system’s data integrity.	10%

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	<p>Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree or equivalent in Business Administration, Public Administration, Human Resources Management, Organizational Development, Psychology, Sociology or a related field.</p> <p>Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.</p>
Experience	A minimum of five (5) years of Human Resources experience, with direct experience in benefits administration, including a minimum of two (2) years of supervisory experience within a benefits unit. Public sector experience is preferred.
Supervision	Work requires supervising and monitoring performance for a regular group of employees or department including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed.



Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.
Technical Skills	Skilled: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Budget Responsibility	Position has moderate fiscal responsibility. May be responsible for the billing, collection and/or accounting of funds. May be responsible for the handling and balancing of cash.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE
<ul style="list-style-type: none"> • Principles and practices of benefit program administration • Wage/hour laws • Organizational rules, procedures, and union contracts • Reporting requirements to government and other agencies • Principles of pension plan and deferred compensation administration • Insurance and benefit plan design concepts and legal issues • Rules, regulations, and laws pertaining to employee records management • Federal and State laws pertaining to employee leave programs • Administration of HRIS database systems • Records retention programs and records technology • Federal and state legislation affecting benefits, pensions and leave programs • Personnel principles and practice • District organizational rules, procedures, programs, plans, and contracts



- Employee orientation programs

- | SKILLS |
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| <ul style="list-style-type: none">• Advanced word processing, spreadsheet, presentation and database software• Specialized software related to functional area |

- | ABILITIES |
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| <ul style="list-style-type: none">• Develop complex benefit programs, including all health and welfare programs, deferred compensation, pension programs and executive level programs.• Plan, organize, and assign the work of staff of employees.• Analyze administrative and technical problems and make sound policy and procedural recommendations to their solutions.• Direct the collection, interpretation, and evaluation of data.• Train and counsel employees in a variety of areas.• Learn District and departmental operating policies and procedures.• Prepare comprehensive reports of activities and costs.• Select, supervise, training and evaluate subordinates.• Resolve conflicts with tact and diplomacy• Review and administer changes to contracts (CBAs/MOUs), rules, procedures, and pertinent laws.• Effective verbal and written communications with retirees, staff, consultants, and committee members.• Data gathering and analyze for application to all benefit programs.• Make decisions on relative cost and benefits to employees and to organization.• Complex problem and review of related information to evaluate and make recommendations.• Investigation insurance issues, troubleshooting associated program and resolve the situation to the benefit of the employee and the District• Maintain and administer the confidentiality of all employee documents.• Learn organization's rules as they pertain to special programs.• Organization of information clearly and precisely. |



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	Heavy	Very Heavy
X				
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously 2/3 or more of the time.	Frequently From 1/3 to 2/3 of the time.	Occasionally Up to 1/3 of the time.	Rarely Less than 1 hour per week.	Never Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Communicating with co-workers
Sitting	C	Desk work; meetings
Walking	O	To other departments/offices; around work site
Lifting	R	Supplies; files
Carrying	R	Supplies; files
Pushing/Pulling	R	File drawers
Reaching	O	For files
Handling	O	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Crawling	N	
Bending	R	Filing in lower drawers; Retrieving items from lower shelves/ground
Twisting	O	From computer to telephone
Climbing	R	Stairs
Balancing	N	
Vision	C	Reading; computer screen
Hearing	F	Communicating via telephone/radio to co-workers/public
Talking	F	Communicating via telephone/radio to co-workers/public
Foot Controls	N	
Other (specified if applicable)		None noted.

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, fax machine, calculator, copier, scanner, computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
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D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
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-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED: None noted.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
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-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	R
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.