



Title: Benefits Analyst II-Leave Administration

FLSA Status: Non-Exempt

BRIEF DESCRIPTION:

The purpose of this position is to advise employees of rights under federal and state medical leave laws, review and process leave requests, track and monitor eligibility, notify departments of eligibility, provide training to supervision and management, consult with Information Technology on leave codes, and consult with and provide pension estimates to employees. This is accomplished by working with employees on questions and issues, reviewing leave requests and supporting documents, ensuring compliance with all rules and regulations, entering information and running reports, preparing documents and related communications, organizing and presenting training materials, calculating premiums, pension information and related data, and interpreting information on labor agreements. Other duties include planning and organizing regularly scheduled events which may include enrollments or health fairs.

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	Advise employees, supervisors and management by responding to inquiries, reviewing requests and documents, consulting with legal representatives and other departments, running reports, approving or denying requests for leave, developing and presenting training information on leave, tracking requests and leave times, and filing and retaining information.	55%
2	S	Consults with and provides pension information to employees by researching information and responding to employees, calculating benefits, researching data, analyzing information, verifying dates of service, collecting documents, confirming dates for retirement, providing information on continued coverage, and maintaining records.	20%
3	S	Acts as insurance backup by providing materials and explaining plan provisions, interpreting policy and procedure, reviewing contracts, reviewing change forms, collecting documents, entering data, notifying employees of rights and benefits, running reports, and ensuring rates are accurate.	15%
4	S	Coordinates with finance department on billings and arrears for employee benefits; ensures employees are being billed correctly, paying premiums due and/or canceling insurance for non-payment.	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 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	<p>A minimum of three (3) years of experience in leave administration, pension administration, benefits administration and/or human resources generalist work. Experience working in the public sector or a union environment is preferred.</p>
Supervision	<p>Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.</p>
Human Collaboration Skills	<p>Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.</p>
Freedom to Act	<p>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.</p>
Technical Skills	<p>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.</p>
Budget Responsibility	<p>Position has no fiscal responsibility.</p>
Reading	<p>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.</p>
Math	<p>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.</p>
Writing	<p>Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from</p>



experience and self-study.
Certification & Other Requirements

KNOWLEDGE

- Principles and practices of human resource program administration.
- Federal and State leave laws including the coordination between all applicable laws and programs
- General administration of pension programs, including health and welfare benefits
- Benefits administration as it relates to the enrollment and tracking of members
- Principles and practices of statistical analysis.
- Methods and techniques of tracking, recording and presenting statistical data.
- English grammar, punctuation, spelling, and usage.
- Practical application of computers and peripheral equipment.
- General methods of tactful public communication.
- EEO/AA and related labor and employment laws and regulations.
- Union agreements principles
- Human behavior and performance.

SKILLS

- Advanced word processing, spreadsheet, presentation and database software.
- Specialized software related to functional area.

ABILITIES

- Prioritize and deal with conflicting workload requirements.
- Handle all internal/external contacts with courtesy, diplomacy, and tact.
- Read, analyze, and interpret District policies, professional journals, technical publications and government regulations.
- Write reports, business correspondence, and procedure manuals.
- Effectively present information and respond to questions from groups, managers, customers, and the general public.
- Deal with difficult people and situations.
- Learn departmental systems, methods, tasks, and procedures.
- Speak clearly and communicate messages to appropriate individuals.
- Organize information clearly and precisely.
- Apply customer service skills, representing the District in a positive way while working with the public.
- Learn system processes related to department and job.
- Extract statistics and written information from reports and transfer to other documents.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “X”-

Sedentary- X	Light	Medium	Heavy	Very Heavy
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 Continuously 2/3 or more of the time.	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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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	F	Making presentations, observing work duties, communicating with co-workers
Sitting	C	Desk work, meetings
Walking	F	To other departments/offices, around work site
Lifting	O	Supplies, files
Carrying	F	Files
Pushing/Pulling	O	Tables and Chairs
Reaching	F	For supplies, for files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard, telephone keypad, calculator
Kneeling	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	Under equipment
Bending	F	Filing in lower drawers, retrieving items from lower shelves/ground
Twisting	C	From computer to telephone
Climbing	O	Step stools
Balancing	R	On step stools
Vision	C	Reading, computer screen, observing work site
Hearing	C	Communicating via telephone/radio, to co-workers/public
Talking	C	Communicating via telephone/radio, to co-workers/public
Foot Controls	N	
Other (specified if applicable)		

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	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
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.