

**POSITION: BENEFITS ANALYST**

**POSTING #: 2283-0618sr**

UTAH COUNTY OFFICE OF HUMAN RESOURCES MANAGEMENT, 100 East Center, Suite 3800, Provo, UT 84606  
Phone: (801) 851-8158 ♦ Fax: (801) 851-8166 ♦ Email: [humanresources@UtahCounty.gov](mailto:humanresources@UtahCounty.gov) ♦ <http://www.utahcounty.gov/jobs>

*Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.*

## **JOB ANNOUNCEMENT**

**POSITION: BENEFITS ANALYST**

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**\*May underfill as a Benefits Specialist 3283**

### **REQUIRED ATTACHMENTS TO APPLICATION:**

- **Supplemental Documents:** *Supplemental Questionnaire*
- A **typing test** score sheet dated within the last 12 months at or above the rate of 35 wpm net. Typing scores will be accepted from any service or software. (Applicants who receive a conditional offer of employment will be required to take a three (3) minute timed type test, administered by the Human Resource office, to validate the required 35 net)
- **College transcripts and/or diploma if related to position - internet printouts & photocopies are acceptable**
- **Required licensure**

**STARTING SALARY: Step 34 – 40, \$21.03 - \$24.17 per hour / \$1,682.16 - \$1,933.97 Bi-weekly**  
**Benefits Specialist Step 32 – 38 \$20.09 - \$23.08 per hour / \$1,606.82 – 1,846.25 Bi-weekly**

**Salary will be determined upon experience and or education**

***Plus benefits package - Step increase available after completing probation and annually thereafter.***

**OPENING DATE: June 11, 2018**

**CLOSING DATE: \*Open Until Filled**

\*All applications received by June 25, 2018 will be screened by the HR Office. Those applicants meeting the specified qualifications will be referred for a hiring interview. The Human Resource Office will continue to consider qualified candidates as needed until the position is filled.

***The eligibility list created by this posting may be used to fill current full or part time vacancies and full or part time vacancies and grant funded vacancies that occur within the next two (2) months***  
**For additional information see the job description at - - <http://www.utahcounty.gov/jobs>**

### **JOB SUMMARY:**

**Benefits Analyst:** Under supervision of the compensation and benefits manager, the benefits analyst administers benefits and leave plans in accordance with federal, state, local regulations, and county policy.

**Benefits Specialist:** The Benefits specialist performs varied administrative and specialized tasks in support of the day-to-day administration of the County's employee benefit programs, provides administrative support in compensation, and assists employees with various County benefit related issues, concerns or requests for service in accordance with established policies and regulations, while maintaining a high degree of confidentiality.

### **DUTIES INCLUDE:**

1. Perform or assist with employee leave programs such as FMLA, ADA, military, leave without pay, and long-term disability. Refer complex employee relations issues to the benefit manager.
2. Process required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions. Perform or assist with COBRA administration for the County.
3. Manage approvals in Workday daily.
4. Provide HR policy guidance and interpretation to employees and managers.
5. Process monthly billings from all insurance providers and vendors. Review and reconcile billings for accuracy, codes, and advances for payments. Submit billings to the compensation and benefits manager for final approval. Ensure enrollment and change forms are submitted to vendors for processing in a timely manner.

6. Review benefits options with terminating employees. Ensure employee receives direction on how to submit the completed separation paperwork to Human Resources. Obtain necessary information and documentation to process separation action.
7. Plan and direct implementation and administration of benefit programs designed to assist employees against loss of income due to illness, injury, or retirement.
8. Assist in distributing, collecting, and processing insurance, retirement, and other benefit paperwork.
9. Facilitate monthly benefit orientation meetings for new employees. Arrange for vendors to present benefit information. Serve as a resource at new-employee orientation to ensure employees gain an understanding of benefits plans and enrollment provisions.
10. Coordinate and assist with the Affordable Care Act (ACA) benefits reporting requirements. Track hours worked for merit and non-merit employees. Notify department heads when limit is approaching.

**EVALUATION AND SELECTION FACTORS INCLUDE:**

Knowledge of current human resource laws, skilled in Microsoft Office Suite, skilled in intermediate reading, writing, and math, skilled in conducting research, ability to communicate effectively, verbally, and in writing, Ability to conduct group training, ability to maintain files, records, and reports, ability to maintain confidentiality Ability to multitask, prioritize tasks, and meet deadlines, ability to work under pressure.

**REQUIREMENTS FOR EMPLOYMENT:**

**Required Education and Experience – Benefits Analyst:**

1. Associate’s Degree in Human Resources, Business Management or a related field. Four years work experience in human resources may be considered in lieu of a formal degree.
2. Three years’ experience working with benefits, recruiting, or payroll programs in a human resource environment.

**Benefits Specialist:**

1. Associate Degree and two (2) years’ experience related to area of assignment; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
2. Ability to communicate effectively both verbally and in writing; follow oral and written instructions; maintain a high level of confidentiality; complete work with a strong attention to detail; and deal effectively and courteously with employees and the public. Some knowledge of Benefits Administration including knowledge of Healthcare Laws.

**Preferred Education and Experience – Benefits Analyst:**

1. Bachelor’s degree in business, human resources, or generally-related field.
2. Professional in Human Resource Certification (PHR) or SHRM-Certified Professional (SHRM-CP).

**Applicants receiving a conditional offer of employment will be required to submit to a pre-employment drug screen and additional background checks as required.**

**LICENSURE/CERTIFICATIONS:**

1. Current HR certification (see above) or ability to obtain certification within one year of employment.
2. Must pass a typing test at or above 35 WPM net.

**EXAMINATION/SELECTION PROCESS:** Individuals interested in the position must submit an official Utah County Government application and required attachments to the Utah County Office of Human Resource Management, 100 East Center, Suite 3800, Provo, UT 84606, by 5:00 PM on the closing date. **NO POSTMARKS OR RESUMES.** Additional information will not be accepted after the closing date. The Human Resource Department will screen the applications for minimum qualifications. The selection process will consist of a hiring interview, and may include any one, or a combination, of the following examinations: application and/or supplemental review/rating, written examination, performance test and/or oral examination. The Human Resource Department reserves the right to call only the most qualified applicants to any of the examinations.