

POSITION: BENEFITS ANALYST

POSTING #: 2286-0118ksa

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 ♦ <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

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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 40 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

**Salary will be determined upon experience and or education
Plus benefits package - Step increase available after completing probation and annually thereafter.**

OPENING DATE: January 31, 2018

CLOSING DATE: February 14, 2018

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:

The benefits analyst is responsible to administer Family Medical Leave Act (FMLA), Americans with Disabilities Act (ADA), Uniformed Services Employment and Reemployment Rights Act (USERRA), and Worker's Compensation programs. This position provides technical support to the compensation and benefits manager.

DUTIES INCLUDE:

1. Administer employee leave such as FMLA, ADA, military, leave without pay, workers compensation, and long-term disability. Refer complex employee relations issues to the compensation and benefit manager.
2. Process required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions. Serve as the COBRA administrator for the County.
3. Manage approvals in BOSS 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. E-mail employee exit interview information for separations and retirements. 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. Work closely with management and employees to improve work relationships, build morale, increase productivity, and retention.
8. Plan and direct implementation and administration of benefit programs designed to ensure employees against loss of income due to illness, injury, or retirement.

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9. Assist in distributing, collecting, and processing insurance, retirement, and other benefit paperwork.
10. Facilitate monthly benefit orientation meetings for new employees. Arrange for vendors to present benefit information. Oversee the disbursement and collection of enrollment and other forms. Serve as a resource at new-employee orientation to ensure employees gain an understanding of benefits plans and enrollment provisions.
11. 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 maintain cooperative working relationships with others in the workplace and the public
- Ability to communicate effectively, verbally, and in writing
- Ability to conduct group training
- Ability to maintain files, records, and reports
- Ability to make decisions free from personal bias
- Ability to maintain confidentiality
- Ability to multitask, prioritize tasks, and meet deadlines
- Ability to work under pressure

REQUIREMENTS FOR EMPLOYMENT:

Required Education and Experience

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.

Preferred Education and Experience

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.