



Benefits Analyst

Job Description

Department: Human Resources Management
Position: Career Service
FLSA: Exempt
Salary Grade: \$42,380 - \$48,724 Annually
Supervisory: No
Reports to: Compensation & Benefits Manager

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.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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.
9. Assist in distributing, collecting, and processing insurance, retirement, and other benefit paperwork.

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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.
12. Provide excellent customer service to Utah County employees by answering employee requests and questions.
13. Post information on Utah's Right to Know annually.
14. Make recommendations for modification to programs, as needed.
15. Exemplify the desired culture and philosophy of the organization.
16. Work effectively as a team member with the other members of management and HR staff.

Competencies

1. HR Expertise
2. Communication
3. Relationship Management
4. Critical Evaluation
5. Consultation
6. Business Acumen
7. Global & Cultural Awareness
8. Leadership & Navigation
9. Ethical Practice
10. Decisive Decision Making
11. Maintain Confidentiality

Knowledge, Skills, and Abilities

1. Knowledge of current human resource laws
2. Skilled in Microsoft Office Suite
3. Skilled in intermediate reading, writing, and math
4. Skilled in conducting research
5. Ability to maintain cooperative working relationships with others in the workplace and the public
6. Ability to communicate effectively, verbally, and in writing
7. Ability to conduct group training
8. Ability to maintain files, records, and reports
9. Ability to make decisions free from personal bias
10. Ability to maintain confidentiality
11. Ability to multitask, prioritize tasks, and meet deadlines
12. Ability to work under pressure

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Supervisory Responsibility

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies up to 20 pounds.

Position Type/ Expected Hours of Work.

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 9:30 a.m. to 3:30 p.m., Monday through Friday, and must work 80 hours each pay period to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

This position requires up to 5 percent travel.

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).

Additional Eligibility Qualifications

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.

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AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Below is to be completed after an offer has been extended and accepted.

Signatures

This job description has been approved by all levels of management:

Manager _____

Department Head _____

HR Director _____

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position

Employee _____ Date _____

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