

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

BENEFITS ANALYST

QUALIFICATIONS:

- (1) Bachelor's Degree in Human Resources, Accounting/Finance, Business Administration, or other related field.
- (2) Minimum of 1-3 years progressively responsible experience in employee benefits/insurance programs. An equivalent level of experience in benefits, insurance, human resources, auditing or finance related experience may be considered.
- (3) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Basic understanding of comprehensive benefit programs, principles and practices of employee benefits administration, claims processing and payment functions, research techniques and sound business management as it relates to employee benefit programs. Perform mathematical calculations in computing rates, premiums, and adjustments. Knowledge of state and federal laws and School Board policies. Knowledge of automated financial, human resources, payroll systems and basic hardware and software applications. Ability to communicate effectively, both orally and in writing. Ability to perform analysis of numerous self-insured insurance programs in a timely and accurate manner. Extensive knowledge in spreadsheet applications (Excel, PowerPoint, Access, Word) a must.

REPORTS TO:

Director II-Risk Management

JOB GOAL

To assist the District's Risk Management staff in the discharge of their responsibilities by providing research, analysis, evaluation, and oversight in the successful administration of the District's Employee Benefit Plans.

SUPERVISES:

None

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Prepares complex analysis involving Medicare Eligible Retirees to submit files to the Center for Medicare Services for obtaining reimbursement through a Federal Subsidy.
- * (2) Create, analyze, and interpret complex computer generated reports and computer systems to determine accuracy in employee benefits, claim payments and eligibility reporting.
- * (3) Interpret and explain complex federal, state and local laws.
- * (4) Assist in planning, organizing and coordinating training seminars for District level personnel.

BENEFITS ANALYST (Continued)

- * (5) Plan and carry out assigned projects, including but not limited to annual open enrollment, benefit plan implementation, eligibility audits, employee benefit manuals, and other projects as assigned associated with the employees benefit plans.

Inter / Intra-Agency Communication and Delivery

- * (6) Consult with MIS on technical matters related to the automated system for District payroll and human resources. Consult with MIS on the creation of complex programs to evaluate, analyze and report Medicare eligible retirees and to perform routine audits of benefit eligibility.
- * (7) Assist the School Board office staff with problems encountered.
- * (8) Answer inquiries pertaining to policy, procedure, record keeping, reporting and internal controls involving the employee benefit programs.
- * (9) Consult with the Department of Education (DOE) on interpretation of laws, rules and policies.
- * (10) Disseminate information and current research to appropriate personnel.
- * (11) Respond to inquiries or concerns in a timely and courteous manner.

Professional Growth and Improvement

- * (12) Attend state and regional meetings to keep well informed about current trends and best practices.
- * (13) Plan and develop inservice at the department and school levels.
- * (14) Participate in the development of annual goals and objectives of the department.
- * (15) Promote and support the professional growth of self and others.
- * (16) Provide technical assistance to those assigned or by request.

Systemic Functions

- * (17) Prepare routine reports in a timely and accurate manner.
- * (18) Represent, consistently, the District in a positive and professional manner.
- * (19) Provide data to supervisor and make knowledgeable recommendations based on the data.
- (20) Perform other incidental tasks consistent with the goals and objectives of this position.

Leadership and Strategic Orientation

- * (21) Provide leadership and direction for assigned areas of responsibility.
- * (22) Utilize proactive leadership in identifying potential problems.
- * (23) Utilize appropriate problem-solving strategies.
- * (24) Facilitate problem solving by individuals and groups.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities

PROFESSIONAL SALARY SCHEDULE – Pay Grade 10

Date of Board Approval: