CLASS SPECIFICATION
Benefit Analyst

FLSA Status: Exempt
Union Representation: Nonrepresented

GENERAL PURPOSE

Under general supervision, performs a variety of highly responsible professional, technical and analytical activities in support of the City's Benefit programs in assigned areas of functional responsibility and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Benefit Analyst performs difficult professional work in one or more assigned functional areas of Benefits responsibility. Incumbents provide professional advice and counsel to City managers, supervisors and employees and perform their responsibilities with a significant degree of independence and application of professional experience and judgment. A Benefit Analyst may provide lead supervision/training of other professional and support staff.

Benefit Analyst is distinguished from Benefit Specialist in that an incumbent in the former class may provide lead direction and performs the more difficult work requiring broader professional knowledge gained through continuing professional development and experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Establishes and maintains effective working relationships with management and employees to promote understanding and appreciation of benefit programs. Maintains effective team relationships with human resources staff and managers with respect to overlapping issues.

2. Establishes and maintains effective working relationships with multiple benefit plan vendors. Problem solves and clarifies plan provisions with vendor representatives. Identifies problematic procedures and recommends solutions.

3. Assists in the development of communication strategies including: Annual Enrollment, on-going newsletters, new employee orientation, periodic benefit education meetings. Writes

materials and produces audio-visual presentations. Monitors effectiveness of various communication approaches; monitors effectiveness, quality and employee satisfaction with materials and presentations; conducts cost/benefit analysis and recommends changes.

4. Ensures bureau compliance of all phases of benefit eligibility with applicable federal, state and local laws, regulations and guidelines and that bureau management adheres to established policies and procedures; develops training programs and conducts City-wide training classes on benefit processes for bureau managers, supervisors and employees; develops training brochures, lesson plans and presentations for training classes.

5. Develops and ensures appropriate accounting for benefit programs and City-wide bureau benefit costs. Collaborates with Benefit Supervisor and other Benefit staff, accounting supervisor and BIT Programming Manager to ensure most efficient and accurate methods are used.

6. Advises managers and supervisors on employee benefit matters to ensure compliance with rules, policies and procedures; researches and develops recommendations regarding sensitive employee issues and cases; drafts proposed and final letters about decisions; assists in the resolution of disputes through a variety of resolution vehicles.

7. Reviews various professional benefit periodicals and other educational materials for new legislation, case law and legal interpretations that may impact City programs. Recommends strategies to implement new rulings and interpretations.

8. Develops and conducts surveys to determine the City's competitive benefit position with respect to other public and private organizations. Surveys include national consulting surveys such as annual Mercer and Watson Wyatt surveys, local surveys and an annual City sponsored survey. Develops on-line survey for use with other local public employers and coordinates their participation.

9. Researches benefit program and plan options. Prepares reports to include cost/benefit analysis, legal issues, utility of program(s), administration issues, potential to outsource and/or automate, identification of potential vendors.

10. Interprets benefit policies, procedures, regulations and labor contract benefit provisions for managers, staff and other HR staff; provides guidance and assistance to bureau management and employees on a wide variety of benefit issues and concerns; responds to requests for benefit information; provides benefit counseling to City employees; informs employees about career change impact to benefits.

11. Assists in the development of benefit strategies for meeting bureau challenges; assesses and recommends plans to meet bureau short and long-term strategic needs; reviews City-wide and Bureau specific special offerings with respect to redeployment, severance programs etc., identifies potential benefit issues.

OTHER DUTIES

1. Administers the benefit continuation component of leave of absence programs, including FMLA and OFLA; determines benefit eligibility and processes leave of absence healthcare continuation applications and requests; composes written correspondence and verbal communication on rules, guidelines and policies; monitors and tracks statistical data on various aspects of the leave of absence program.

2. Administers benefit continuation for employees with workers' compensation claims, works with Workers' Compensation department to ensure pharmacy benefit program differentiates and appropriately accounts for Workers' Compensation claims cost v medical plan pharmacy claims cost.

3. Participates in the development of data for management bargaining team in labor negotiations; interprets the provisions of labor contracts.

4. Conducts a variety of special projects, as directed.

5. May provide lead work direction and guidance to other professional or support staff.

6. Serves on City and bureau human resource related committees, including work improvement teams.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques of benefit analysis and administration, including IRC sections 125, 79, 457, 129, FMLA, OFLA, COBRA, HIPAA, ADEA, PERS, Oregon state statutes that pertain to insurance and retirees of public employers.

2. Administration of benefit provisions of labor contracts.

3. Administrative principles and methods, including goal setting, program development and implementation.

4. Federal, state and local laws, regulations and court decisions applicable to the administration of benefit and human resource programs.

5. Principles and practices of public administration, including reporting and maintenance of public records.

6. Research methods and data analysis techniques.

7. Trends in benefit and human resource program development.

8. City functions and operations and associated benefit and human resource management issues.

9. Principles and practices of effective business communication.

10. Operation of standard business computer software and benefit specific software.

11. City human resources policies and labor contract provisions.

12. Principles and practices of effective supervision.

13. General accounting principles and procedures.

Ability to:

1. Design, implement and utilize data gathering and reporting procedures.

2. Gather relevant data, analyze problems, evaluate alternatives and make appropriate recommendations.

3. Understand, interpret, explain and apply City human resource rules, regulations, policies and procedures and applicable local, state and federal legislation and regulations.

4. Exercise independent judgement and initiative within established guidelines.

5. Present proposals and recommendations clearly and logically.

6. Represent the City effectively in dealings with employees and employee organization representative on a variety of human resources issues.

7. Communicate effectively orally and in writing.

8. Prepare clear, concise, accurate and persuasive reports, correspondence, analytical studies and other written materials.

9. Maintain confidential and sensitive information.

10. Exercise tact and diplomacy in dealing with sensitive, complex and confidential human resource issues and employee situations.

11. Establish and maintain effective working relationships with elected officials, bureau and City managers and supervisors, employees, employee organizations, community organizations, compliance review agencies and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in business administration, human resources, or a closely related field; and at least three years of progressively responsible benefit experience; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02
Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0612 SENIOR HUMAN RESOURCES ANALYST. Adopted: 04-16-74; Revised: 08-01-91, 07-01-92, 05-06-99, 01-01-00

June 2009 - Change Job Class number from 7293 to 30000539, due to system change.