



Benefits Analyst

Job Description

Department: Human Resources Management
Position: Career Service
Grade: 509
Supervisory: No
Reports to: Benefits and Engagement Manager

Summary

Under supervision of the Benefits and Engagement Manager, administers benefits and leave plans in accordance with federal, state, local regulations, and county policy.

Essential Functions

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

1. Administer employee leave programs such as FMLA, ADA, military, leave without pay, and long-term disability; refer complex employee relations issues to the Benefits and Engagement Manager.
2. Process required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions; coordinate the administration of COBRA for the County.
3. Manage benefits-related 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; audit, review, and reconcile billings for accuracy, codes, and advances for payments; submit billings 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 and outside agencies; assist in distributing, collecting, and processing insurance, retirement, and other benefits-related paperwork.
7. Plan and direct the implementation and administration of benefit programs designed to assist employees against loss of income due to illness, injury, or retirement.
8. 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.

For Office Use Only

Job Code: 2283
Job Title: Benefits Analyst
FLSA: Non-exempt
Effective Date: 11/22/2019
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

9. 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.
10. Act as a liaison with the Wellness Committee to meet obligations for insurance premium renewals; administer HSA contributions and incentives.
11. Provide excellent customer service to Utah County employees by answering employee requests and questions.
12. Post information on Utah's Right to Know website annually.
13. Participate in organizational strategic planning and provide input for benefits management and the Human Resource Information System.
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.
17. Performs other human resources related duties as directed.

Competencies

- HR Expertise
- Communication
- Relationship Management
- Critical Evaluation
- Consultation
- Business Acumen
- Global & Cultural Awareness
- Leadership & Navigation
- Ethical Practice
- Decisive Decision Making
- Maintain Confidentiality

Knowledge, Skills, and Abilities

- Knowledge of current human resource laws
- Skilled in Microsoft Office Suite
- Skilled in intermediate reading, writing, and math
- Skilled in conducting research
- Ability to type accurately and at an acceptable rate, appropriate to the job
- 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

For Office Use Only

Job Code: 2283

Job Title: Benefits Analyst

FLSA: Non-exempt

Effective Date: 11/22/2019

Public Safety: No

Worker's Compensation: Clerical

Background Level: II

Safety Sensitive: No

DOT: No

ML: Individual Contributor

- 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

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. Work requires incumbent to occasionally give negative information to County employees and the public. Work exposes the incumbent to high-stress situations including contact with the public, employees, and others in confrontational, emotionally charged, or uncomfortable circumstances.

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 supplies up to twenty (20) pounds. May be required to drive a motor vehicle.

Position Type/ Expected Hours of Work.

Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 9:00 a.m. to 4:00 p.m., Monday through Friday, and must work forty (40) hours each pay week to maintain full-time status. There may be 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

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor’s degree in Human Resources, Business Management or a related field.

For Office Use Only

Job Code: 2283

Job Title: Benefits Analyst

FLSA: Non-exempt

Effective Date: 11/22/2019

Public Safety: No

Worker’s Compensation: Clerical

Background Level: II

Safety Sensitive: No

DOT: No

ML: Individual Contributor

2. Two (2) years of experience working with benefits, recruiting, or payroll programs.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Professional in Human Resource Certification (PHR), SHRM-Certified Professional (SHRM-CP), Certified Employee Benefits Specialist, or related certification.
2. Preference may be given to applicants who have a documented typing speed at or above the rate of thirty-five (35) WPM net.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a preemployment drug screen and background check.

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.

For Office Use Only

Job Code: 2283
Job Title: Benefits Analyst
FLSA: Non-exempt
Effective Date: 11/22/2019
Public Safety: No

Worker's Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor

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 _____

Director – Human Resources _____

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

Employee _____ Date _____

For Office Use Only

Job Code: 2283
Job Title: Benefits Analyst
FLSA: Non-exempt
Effective Date: 11/22/2019
Public Safety: No

Worker’s Compensation: Clerical
Background Level: II
Safety Sensitive: No
DOT: No
ML: Individual Contributor