

BURBANK UNIFIED SCHOOL DISTRICT

CLASS TITLE: BENEFITS ANALYST

BASIC FUNCTION:

Under the direction of the Director, Human Resources, perform high level varied and complex duties related to the District's employee benefits programs for classified, certificated and retired employees; communicate with employees and insurance carriers regarding all aspects of benefit plans; train and advise Benefits Technician on technical matters and assist in finding solutions.

REPRESENTATIVE DUTIES:

Act as liaison between employees and insurance providers; provide information regarding insurance to employees, administrators and retirees; make recommendations and proof vendor contracts for coverage.

Analyze, research, calculate, collect, Maintain and track information regarding Medicare, Health Care Reform, District health, dental, vision and life insurance policies; read, learn, interpret, make recommendations and explain State and federal laws and bargaining unit contracts regarding insurance.

Respond to all questions from current and retired employees regarding employee benefits, Flexible Spending Accounts, Medicare and on-going changes with legislation; review enrollment forms for accuracy; make sure all forms and documents are turned in; follow up on discrepancies; ensure that benefits are processed timely and accurately to ensure coverage.

Coordinate, Prepare, maintain, interpret and distribute information regarding open enrollment, changes in coverage and other pertinent information to employees.

Assess, evaluate and Assist employees in solving problems related to health, dental, vision, life and other applicable benefits.

Monitor and maintain various records and accounts related to the District's employee benefit program for classified, certificated, retired employees, employees on leave of absence or on COBRA and COBRA dependents.

Coordinate with fiscal services staff to ensure most efficient methods of reconciliation process, audit data entry for accuracy, Make necessary changes on benefit tables, payroll deduction input for new employees, terminated employees, changes in time assignment or employee-directed changes or changes during open enrollment.

Review billings from insurance companies; research, document, correct and reconcile billing discrepancies and accounts, input data on computer and generate and distribute warrants and billings; collect non-payroll deducted monies from employees and retirees; reconcile to monthly reports and distribute to applicable accounts.

Create, Maintain and conduct analysis of internal data, not limited to a variety of files, records and reports related to employee benefits; keep a supply of all insurance forms on hand; revise or develop new forms, manuals, pamphlets and spreadsheets as needed using various computer software programs.

Verify insurance eligibility for District employees by phone or in writing.

Attend meetings, plan and organize District workshops. Attend conferences to record proceedings, make recommendations or receive information; prepare and distribute information obtained at meetings as appropriate.

Operate a variety of office machines including but not limited to typewriter, calculator and computer and word processing hardware.

Provide technical information and background to District staff, provide reports/information and make recommendations on benefit issues; present information and proposals as necessary to maintain a cost effective benefits program.

Coordinate various health and welfare benefits, services and activities; monitor, assess and evaluate District benefit programs through reports from broker, budget analysis, and other documentation; oversee and conduct new employee benefit orientations; provide departments with benefit leave information.

Prepare complex financial and statistical reports, summarize information and make recommendations in a variety of areas related to employee/retiree benefit matters; receive, review and balance financial and statistical reports.

Coordinate the operations and activities of the Benefits department; ensure that employee deductions are properly deducted; ensure compliance with Audit findings and requirements.

Perform high-level and complex duties pertaining to the implementation and compliance with staggering provisions pertaining to Health Care Reform.

Communicate with employees and retirees to answer all questions and ensure that they understand how Health Care Reform impacts them and their benefits.

Interpret and Research how Health Care Reform impacts District offered health plans, District policy, contract language, current and past District practices.

Monitor, analyze, track and recommend actions for compliance with new and evolving benefit legislation.

Ensure that benefits transactions and records are in compliance with federal, State and local regulations and requirements and ensure that District policies, contract language and procedures are met.

Analyze, review and verify benefit documents to ensure accuracy, completion and compliance with policies, procedures and requirements.

Ensure benefits time lines are met; maintain benefits controls; ensure proper procedures, policies, rules and regulations are applied to benefits activities.

Formulate complex statistical reports and summaries related to benefits for committees, administrators and senior management staff.

Work with health care providers and other District benefit vendors to resolve employee/retiree benefits claim procedures and eligibility issues.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

District health, dental, vision and life insurance for employees and retirees.

Policies, contract provisions and laws necessary to process benefit-related documents.

Methods of auditing insurance billings.

State and federal laws regarding insurance.

Applicable sections of bargaining unit contracts.

Applicable sections of State Education Code and other laws.

Lead Benefits Technician

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County Office policies and practices with respect to employee benefits and payroll.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.
Record-keeping techniques.
Telephone techniques and etiquette.

ABILITY TO:

Monitor and maintain records and accounts related to employee benefit programs.
Read, understand and learn pertinent sections of the Education Code, BTA and CSEA contracts, board policies and regulations and other rules, regulations, policies and procedures related to insurance.
Be able to reconcile accounts.
Operate computer and word processing hardware.
Interpret benefit policies to employees and others.
Conduct and arrange meetings of employees to provide information concerning employee fringe benefit programs.
Communicate effectively both orally and in writing.
Plan and organize work.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Make arithmetic calculations quickly and accurately.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Maintain records and prepare reports.
Attend meetings, conferences and workshops.
Complete work with many interruptions.
Work confidentially with discretion.
Operate office machines and equipment.
Type at 30 words per minute from clear copy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in benefits administration and four years increasingly responsible experience in financial or statistical record-keeping.

WORKING CONDITIONS:

Office environment.