

BUTTE-GLENN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES BENEFITS ANALYST

O171.400

BASIC FUNCTION: Under the direction of an Administrator, this position is responsible for administering the District's health, workers' compensation and insurance programs for active employees, members of the Board of Trustees, retirees, COBRA participants and survivors; coordinating the various retirement and leave of absence programs and the interactive processes related to ADA accommodations; and implementing, coordinating and managing processes related to Affordable Care Act (ACA) compliance. This position requires a definable body of knowledge and skills.

This is a confidential position as defined in the Government Code, Section 3540.1 "Confidential employee" means any employee who, in the regular course of his or her duties, has access to, or possesses information relating to, his/her employer-employee relations.

REPRESENTATIVE DUTIES: *(The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.)*

- *1. Responds to and provides information and assistance, in person, via the telephone, or through written communication to District personnel, members of the Board of Trustees, retirees and the general public regarding complex inquiries related to benefits, worker's compensation, leave programs, retirement plans, ACA and departmental policies and procedures.
- *2. Develops and maintains a system of procedures to administer the employee fringe benefits program, including but not limited to, medical, dental, vision, life insurance, Tax Sheltered Annuities (403(b), 457 plans), Section 125-Flex Spending Accounts, catastrophic illness/injury leave, ADA accommodations, Employee Assistance Program, short/long term disability, State Disability, and COBRA program, ensuring compliance with applicable federal and state laws, District policies and procedures and bargaining agreements.
- *3. Administers the annual open enrollment and dependent certification process for employees, members of the Board of Trustees, retirees and COBRA participants and the associated correspondence with carriers and administrators for the plan(s).
- *4. Implements, coordinates and manages processes related to ACA compliance to include determining and monitoring benefit eligibility, running monthly and annual reports, analyzing data, communicating with eligible employees to retrieve pertinent information, making benefit offers, generating annual reports to employees and the IRS, maintaining applicable forms, documenting processes and communications and performing technical data entry into Human Resources Information System (HRIS).
- *5. Acts as liaison with the Butte Schools Self-Funded Programs Joint Powers Authority (BSSP-JPA) and all third party vendor benefit representatives for employee benefits. Reviews contracts for implementation and renewal.
- *6. Coordinates communications, workshops and events with District departments and personnel, insurance companies, health organizations and governmental agencies; maintains communications with retired employees regarding benefits; receives and prepares correspondence to obtain, verify and provide information as required.
- *7. Plans, updates and facilitates the benefits portion of the New Hire Orientation.
- *8. Develops operating procedures for effective processing and controlling of benefits programs; maintains data on costs and provides assistance in maintaining cost effective benefits programs; analyzes and monitors informational and budget data and prepares reports as required.
- *9. Provides information on applicable retirement plan options for CalPERS and CalSTRS; conducts exit interview for terminating and retiring employees for transition of benefit options.
- *10. Designs benefit informational brochures; develops and conducts benefit informational programs, employee orientations and retiree benefit plan updates.
- *11. Consults with retirees and employees and their families regarding retirement benefit continuation and provides survivor assistance.
- *12. Coordinates and monitors the Workers' Compensation and First Aid programs for the District; works directly with the Workers' Compensation carrier to ensure timely compliance with plan requirements, files claims, ensures appropriate forms are completed in consultation with employees, management and providers; prepares statistical reports for Department of Labor, OSHA and the District.
- *13. Coordinates and monitors industrial accident leave ensuring compliance with relevant laws, rules and regulations.
- *14. Coordinates the interactive process, conducting employee desk audits for accommodations review analysis; advises departments on modifications for employee accommodation assignments. Coordinates pre-employment reasonable accommodation process. Facilitates ergonomic workstation evaluations and makes recommendations for corrections.
- *15. Coordinates the return-to-work program and the repetitive motion injury prevention plan.
- *16. Coordinates and monitors leave programs in compliance with California Education Code, FMLA, CFRA, PDL and HIPAA; tracks employee leaves of absence and industrial accident leave ensuring compliance with relevant laws, rules, regulations and bargaining agreements.
- *17. Assists with negotiations by gathering data, making recommendations, conducting surveys and functioning as a resource during labor negotiations.
- *18. Prepares confidential correspondence and maintains a variety of confidential files and employee records.
19. Serves on the Safety Committee and compiles and presents reports on employee accidents and injuries; may assist with safety compliance issues.
20. Performs various administrative/clerical duties, including but not limited, to preparing, typing, updating, monitoring and maintaining

information on the District's website as well as a variety of correspondence, forms, reports, records, schedules, lists and files according to established procedures; performs complex calculations and technical data entry; verifies and posts information as necessary to assure completeness and accuracy.

21. May serve as an alternate Board member for the Butte Schools Self-Funded Programs-JPA and the Northern California Community Colleges Self-Insurance Authority (NCCCSIA).
22. Serves on a variety of District committees as requested.
23. Performs related work as required.

MINIMUM QUALIFICATIONS:

- **EDUCATION AND EXPERIENCE:**

- Associate's Degree or the equivalent*; **AND**
- Three (3) years of work experience related to the Representative Duties of this classification.

* Associate's Degree education equivalency equals two (2) years of increasingly responsible experience for each full year (24-30 units) of college.

- **CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:**

- A valid driver's license must be maintained throughout duration of employment with the District.
- Some travel will be required.

DESIRED QUALIFICATIONS:

- Bachelor's Degree
- Evidence of conflict resolution skills
- Familiarity with Datatel/Colleague or another HRIS
- Certificate in Human Resources Management from a recognized institution or association
- Experience in an educational setting
- Effective presentation skills
- Advanced experience and/or training in Benefits administration and/or Human Resources administration

KNOWLEDGE, SKILLS, AND ABILITIES: *(May be acquired through education, training, and/or experience.)*

Knowledge of: District policies and procedures; rules and regulations of the department and the District; laws and ordinances pertaining to employee health and welfare benefit plans and programs; safety programs; workers' compensation programs and OSHA reporting requirements; ACA, FMLA, CFRA, PDL and HIPAA regulations and guidelines; current trends affecting HR/benefits administration; modern office practices and technology; analysis and evaluation of programs and services; management of day-to-day operational needs; and website maintenance.

Ability to: apply District and departmental policies, procedures and regulations; analyze and interpret regulations, rules, codes, contracts and applicable laws and apply them to departmental activities and functions to ensure compliance; comprehend and stay current with all associated laws, rules and regulations; develop and implement effective plans and programs; gather, analyze and interpret statistical, legal and program-related information; establish and maintain efficient record-keeping systems; maintain records accurately and with confidentiality; make required mathematical calculations accurately and rapidly; produce quality work at a fast pace under the pressure of deadlines; prioritize; analyze transactions and identify deviations from applicable policies and procedures; update and maintain website; prepare comprehensive, clear concise reports and recommendations; analyze correspondence; communicate effectively both orally and in writing; utilize keyboarding skills commensurate with the required functions for this position; exhibit proficiency in the use of Microsoft Office applications, database management, creating charts and establishing and maintaining databases and spreadsheets; use a variety of software and hardware; facilitate presentations/workshops; work independently with limited supervision and within a team environment; establish and maintain positive and cooperative working relationships with those contacted during the course of work; communicate professionally in confrontational situations; exercise tact and diplomacy in dealing with sensitive and complex issues and situations; and work with diverse populations.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

No permanent staff to supervise. May provide technical direction to short-term, temporary and/or student employees.

WORKING CONDITIONS:

Normal office environment.

PHYSICAL EFFORT:

The ability to reach, use hands, sit for long periods of time, maintain visual focus on a computer monitor, hear and speak, repetitively use business tools, occasionally lift items of light weight (up to 10lbs) and travel for business by car and/or airplane.

CONTACTS:

Faculty, staff, administrators, students and the general public.

NOTE: THIS CLASS IS EXEMPT UNDER FLSA PROVISIONS

Butte-Glenn Community College District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Butte-Glenn Community College District will provide reasonable accommodation to qualified individuals. Butte-Glenn Community College District encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.