

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

Position Description

TITLE:	Personnel Analyst, Benefits	REPORTS TO:	Assistant Superintendent, Human Resources
DEPARTMENT:	Human Resources	CLASSIFICATION:	Confidential
FLSA:	Exempt	WORK YEAR:	12 Months
BOARD APPROVAL:	June 25, 1996 Reformatted August, 2008	SALARY:	Confidential Salary Schedule Tier IV – Range 6

SUMMARY DEFINITION:

Serves as Personnel Analyst under the supervision of the Assistant Superintendent, Human Resources. Has primary responsibility for technical aspects of administering health and welfare benefits and workers' compensation claims. Carries out accurate processing and monitoring of benefit plans and workers' compensation administration for all participating District employees.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but are intended to accurately reflect the principal job elements.)

E = Essential Functions

Administers eligibility, orientation, education and enrollment for active and retired employees participating in health and welfare benefit plans. E

Responds to plan inquiries from employees, family members, and public regarding District benefit programs. E

Interprets and explains benefits and workers' compensation policies and procedures requiring detailed knowledge of benefit plans, collective bargaining agreements and legal regulations, maintaining confidentiality and using sensitivity to needs of the employee. E

Acts as liaison between District departments and benefit providers, and District Benefits Consultant or Broker concerning billing reconciliation, rate setting, actuarial information, eligibility criteria, etc. E

Researches information and prepares required County, State and Federal reports covering Medicare, workers' compensation, health and welfare benefits, Section 125, COBRA, OBRA and other miscellaneous reports as required. E

Administers District obligations related to benefit extensions under the COBRA regulations, including monitoring required premium payments from participants. E

Monitors payment/co-payment of benefit premiums by retirees, COBRA participants and employees on leave of absence and prepares necessary notifications of delinquency to protect the District from overpayment liability with providers. E

Administers District Workers Compensation program, including processing of claims, interaction with medical providers, liaison with CCCSIG claims processing units. E

Administers the early return-to-work program, including identification of appropriate bridge assignments, contact with medical providers, coordination with District sites, monitoring progression of recovery by injured worker, contact with CCCSIG units, and problem resolution. E

Coordinates with claims processing units for periodic review of outstanding workers' compensation claims. E

Serves as a member of the District Safety Committee. E

Facilitates eligible employee participation in Disability Insurance for extended illness absences, and coordinates information between Classified Personnel and Payroll Departments. E

Exercises independent judgment and personal initiative in administering assigned responsibilities and in coordination of related work between District departments, within the scope of delegated authority. E

Originates complex written communications with benefit providers, medical personnel, and employees related to benefit and workers' compensation issues. E

Conducts essential research related to benefit problems resolution, benefits study issues, workers' compensation claims histories, *as* required or as directed by supervisor. **E**

Serves as a participating member and maintains records of the District Benefits Study Committee, providing information as requested. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed in this document are the minimum qualifications required in order to successfully be considered and hired for the position.

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to: High school diploma and four years progressively responsible experience as a secretary, analyst or similar office position.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

TECHNOLOGY EQUIPMENT AND TOOL SKILLS: Proficient ability to use a personal computer and use Microsoft Office XP or higher, databases specific to the District, Internet, and Microsoft Outlook. Ability to use telephone, facsimile machine, copy machine, printers, scanning devices, calculator and general office equipment. Applicable knowledge of computer software programs for data storage and retrieval, word processing, data storage and calculations.

Ability to type 55 correct words per minute on a computer keyboard. A computer keyboard skills test will be given to verify that applicants meet minimum qualifications.

KNOWLEDGE, SKILLS, AND ABILITIES: The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of this position.

KNOWLEDGE OF:

Current office methods and practices including filing systems, word processing, data entry, letter and report writing.
Correct usage of English.

Common office machines, including a computer and related equipment
Workers' Compensation and Health Benefits regulations and procedures
Experience working in public school districts

ABILITY TO:

Work in a responsible, independent manner with minimal supervision.
Work cooperatively and communicate effectively with those contacted in the course of work.
Understand and carry out complex oral and written instruction.
Demonstrate experience in and/or ability to think critically including identifying problems, analyzing causes and recommending solutions
Demonstrate ability to perform effectively in a busy and distracting environment.
Maintain composure when dealing with concerned individuals.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and the work environment characteristics described here are representative of those that an employee encounters while performing the essential functions of this job, and must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

Generally works in a moderately quiet office environment with constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare and interpret documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate tools, computers and other equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally; lifting objects; climbing ladders and working from heights; walking over rough or uneven surfaces to conduct inspections.

HAZARDS:

None

OTHER QUALIFICATIONS:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

APPROVALS:

Roberta Silverstein
Assistant Superintendent, Human Resources

Date

Steven Enoch
Superintendent

Date