

Benefits/WC Analyst

Purpose Statement

The job of Benefits/WC Analyst is done for the purpose of providing support to the delivery of human resource services with specific responsibility for coordinating and supervising District claims processes, managing all District worker compensation procedures; monitoring Consolidated Omnibus Budget Reconciliation Act (COBRA) payments; overseeing areas related to benefits administration; interpreting and communicating components of the District benefits program to employees and vendors; providing technical direction for employee benefits; monitoring state and federal and district requirements as they relate to employee benefits; organizing assigned training; representing the district for depositions; coordinating communications; providing information to employees regarding policies, regulations and negotiated language; addressing a variety of issues and/or providing general support in reporting benefits/ Worker Compensation information; and assisting in ensuring that personnel functions conform to all applicable regulatory requirements.

This job reports to Assigned Supervisor

Essential Functions

- Acts as main liaison with internal and external parties (e.g. District administration, the injured worker, local insurance joint power authority (JPA), etc.) for the purpose of ensuring an immediate and direct line of communication.
- Directs and advises employees and applicants on a variety of topics (e.g. worker's compensation, District benefit processes and policies, benefit costs and plans, etc.) for the purpose of providing necessary information and conforming to district policies, relevant laws, collective bargaining agreements, and other related agreements.
- Informs employees and applicants regarding a variety of benefit processes for the purpose of providing necessary information, taking appropriate action, and adhering to legal and/or administrative requirements.
- Interprets contract language, disability, benefits, and workers compensation for the purpose of ensuring compliance with regulatory requirements.
- Maintains documents for the purpose of archiving documents for future reference.
- Manages Worker's Compensation/Benefits claims processes (e.g. reviewing accuracy and sufficiency of payments, etc.) for the purpose of providing necessary budgetary oversight and accuracy.
- Monitors savings and trends pertaining to Workers Compensation for the purpose of ensuring implementation of timely return to work processes and cost containment.
- Oversees Worker's Compensation/Benefits processes (e.g. disability documents, accommodation and bridge assignments, etc.) for the purpose of ensuring accurate implementation in compliance with current practices and legal requirements.
- Participates in meetings that involve a range of benefit issues (e.g. safety and benefits study committees, Health and Safety program committee, etc.) for the purpose of providing employee benefit cost savings for the District.
- Provides collegial assistance to JPA Claims Managers (e.g. employee injury procedures, return to work processes, etc.) for the purpose of assisting departments/school sites with accident reporting and prevention action where appropriate.

- Provides depositions at trials and hearings for the purpose of providing all information relative to Workers Compensation claims, processes and procedures as required by law.
- Researches information and data required to manage assignment regarding employee benefits (e.g. organizing, calculating, maintaining and controlling information and data required by the District; reviewing relevant policies and current practices, etc.) for the purpose of ensuring compliance with legislative requirements, securing general information for planning and accuracy, appropriateness and effectiveness within budget requirements, and serving as main support to Confidential Personnel Analyst.
- Responds to written and verbal inquiries from a variety of internal and external sources for the purpose of resolving problems, providing information and/or referring to appropriate personnel, and/or identifying the relevant issues and recommending or implementing a remediation plan, as related to Worker's Compensation.
- Supports Confidential Personnel Analyst for the purpose of assisting in the operation of employee benefits processes.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing projects; preparing and maintaining accurate records; operating standard office equipment; communicating effectively; overseeing complex and varietal employee benefits processes; and utilizing pertinent software applications.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: personnel practices applied within a school district environment, pertaining to employee benefits and worker's compensation; interpreting and applying contract language; and codes, regulations & laws related to the job functions; and worker compensation laws, procedures and processes.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; establishing and maintaining effective working relationships; communicating with diverse groups; working with detailed information/data and frequent interruptions; thinking critically, identifying problems, analyzing causes, and recommending solutions; providing accuracy and attention to detail; adapting to changing work priorities; displaying tact and courtesy; meeting deadlines and schedules; and working as part of a team.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 90% sitting, 5% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

Experience: Four years of experience in human resources, benefits administration, worker's compensation or related field.

Education (Minimum): High school diploma or equivalent.

Equivalency: Appropriate education and significant experience in personnel analysis and human resources, and/or health and welfare benefits will be considered.

Required Testing

None Required

Continuing Educ. / Training

Maintain Certificates and/or Licenses

District Mandated Training

Certificates and Licenses

None Required

Clearances

Criminal Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

December 14, 2021

Revised Date

Salary Grade

Range 26