

## **SAN MATEO COUNTY OFFICE OF EDUCATION**

### **CLASS TITLE: BENEFITS ANALYST**

#### **BASIC FUNCTION:**

Under the direction of the Senior Administrator, Human Resources, organize and direct the operations and activities related to organizational employee benefits programs including enrollment, data collection, record-keeping, accounting, workers' compensation claims processing and fund disbursement activities; provide consultation to personnel concerning employee benefits information, insurance plans, options, guidelines and procedures; train and evaluate the performance of assigned personnel.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Organize and direct the operations and activities related to organizational employee benefits programs including enrollment, data collection, record-keeping, accounting, workers' compensation claims processing and fund disbursement activities; provide eligible employees, domestic partners, retirees and surviving spouses with benefits; assure compliance with related laws, regulations, policie

requested; assure accuracy of input and output data.

Serve as a liaison between personnel, payroll staff, insurance brokers and benefit plan administrators; collaborate with staff, brokers, providers and others to assure accurate and timely delivery of employee benefits to employees; review renewal contracts and resolve discrepancies with brokers.

Participate in a variety of activities involved in providing COBRA benefits for eligible employees; coordinate retirement, medical, dental and vision benefits for early retirees; prepare and process retirement forms and related benefits.

Organize, direct and participate in the processing and investigation of insurance claims; advise employees of policy provisions and claims procedures; monitor time off and modified duty days due to worker's compensation; prepare required documentation and determine claim eligibility; resolve claims issues as needed; process, evaluate and assure proper administration of Workers' Compensation claims as assigned; coordinate the return-to-work program.

Lead and participate in the preparation and maintenance of a variety of records and reports related to employee information, benefits, rates, retirements, terminations, insurance plans, contracts, dependents and other assigned duties; update forms as needed; establish and maintain filing systems.

Communicate with personnel, insurance providers, brokers and various other outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Order, receive and maintain inventory of benefits materials.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organization and direction of the operations and activities related to organizational employee benefits programs including enrollment, data collection, record-keeping, accounting, workers' compensation claims processing and fund disbursement activities.

Federal and State COBRA laws, rules and regulations.

Methods, practices, terminology and procedures used in benefits administration.

Employee benefit packages and insurance programs.

Summary plan descriptions, vendor contracts and related forms.

Payroll practices, procedures and terminology.

Processing and evaluation of various insurance claims.

**January 18, 2006**

**San Mateo County Office of Education**

Principles and practices of supervision and training.  
Employee benefits enrollment practices and procedures.  
Collective bargaining agreements and procedures.  
Policies and objectives of assigned programs and activities.  
Applicable laws, codes, regulations, policies and procedures.  
Interpersonal skills using tact, patience and courtesy.  
Record-keeping and report preparation techniques.  
Oral and written communications skills.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Operation of a computer and assigned software.  
Mathematical computations.

