

SCHOOL DISTRICT OF SARASOTA COUNTY**JOB DESCRIPTION****BENEFITS ANALYST**

SALARY SCHEDULE: ADMINISTRATIVE - M

COST CENTER: HUMAN RESOURCES 9023

QUALIFICATIONS:

- Bachelor's degree in human resource management or an insurance-related field from an accredited college or university and three (3) years of experience in group benefits or
- High school diploma and seven (7) years of experience in group benefits.

KNOWLEDGE, SKILLS AND ABILITIES:

- Possess analytical and interpersonal skills and abilities.
- Possess effective decision-making and technical writing skills.
- Ability to organize and prioritize activities.
- Ability to communicate effectively, both orally and in writing.
- Possess demonstrable computer skills and proficient in the use of spreadsheet and word processing programs and database applications.
- Knowledge of laws, rules and regulations relating to assignments.
- Knowledge, understanding and ability to use current technology related to job assignments.

REPORTS TO:

Director of Risk Management and Employee Benefits

JOB OBJECTIVE:

To analyze, administer and monitor District benefit and retirement programs for compliance with all relevant federal and state regulations, school board policies and collective bargaining agreements.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- Analyze participants and benefit plan data to ensure integrity.
- Analyze, update, and produce financial and management reports for all health and welfare plans.
- Coordinates any computer specifications, modifications for annual enrollment, eligibility files and new carrier requirements.
- Coordinate the programming and distribution of accurate IRS 1095C forms, required under the Affordable Care Act.
- Responsible for compliance with federal and state regulations such as PPACA, Section 125, COBRA, HIPAA, GINA, FRS, etc. that govern employee group benefit programs.
- Work with appropriate departments, consultant/broker and Third-Party Administrators (TPA) to ensure timely and accurate compliance reporting to appropriate federal and state agencies.
- Monitor, track, analyze and report to Director of Risk Management and Employee Benefits, regulations that impact employee benefit programs.
- Prepare all required reports and maintain all appropriate records.
- Upload weekly demographic records to various benefit vendor sites.
- Respond to inquiries or concerns in a timely manner.
- Keep well informed about current trends and best practices in areas of responsibility.
- Maintain a network of peer contacts through professional organizations.

Benefits Analyst (Continued)

- Perform other incidental tasks consistent with the goals and objectives of this position.
- Serve on District, state or community councils or committees as assigned or appropriate.
- Assist in implementing the District's goals and strategic commitments.
- Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 11