

Senior Human Resources Analyst (Benefits)

Grade: 37

Reports to:	Department:
Classification:	Division:
Date:	Approved:

JOB SUMMARY:

Administers human resources programs, including employee benefits administration and leaves of absence. Performs research and analysis and provides consulting services related to human resources programs and activities.

ESSENTIAL FUNCTIONS:

1. Analyzes and makes independent recommendations regarding the solution of complex problems related to the design, development, implementation, and administration of human resources management programs.
2. Provides a professional-level resource for organizational, managerial, and related analyses and studies.
3. Oversees the administration of multitiered employee benefits programs, including plans such as retirement, health, life, dental, vision, short- and long-term disability, deferred compensation, and employee assistance.
4. Schedules and conducts new employee orientations; informs new employees of benefit programs, policies, and related enrollment deadlines.
5. Works with employees to promote health and wellness in the workplace; develops programs, distributes education and resources materials, and provides training opportunities to achieve and maintain a healthy workforce; oversees the third-party administrator's grant program, and ensures the appropriate use of funds for wellness-related purposes.
6. Researches, analyzes, and recommends changes in benefit program design and contract provisions.
7. Responds to employee and retiree questions and complaints, interfaces with third-party administrators to resolve claims appeals, and provides guidance in policy interpretation and plan documents.
8. Coordinates retirement plan applications and terminations; provides information to employees to increase awareness of sponsored benefit programs when selecting postservice benefits.
9. Monitors leave of absence programs to ensure legal compliance, reviews and analyzes FMLA/ state leave law applications, and makes recommendations and develops employer responses.
10. Interprets human resources policies and procedures with regard to benefits and paid- and unpaid-time-off options for employees; educates employees and managers on policy and legal compliance regarding leaves of absence.

11. Conducts open enrollment for benefits, prepares open enrollment benefit materials and literature, and coordinates annual benefit fair.
12. Provides technical support and guidance to employees, supervisors, and managers in evaluating reasonable accommodation and protected leave requests.
13. Acts as HIPAA Privacy/Compliance Officer.
14. Plans, participates in, conducts, and evaluates special projects and studies requiring coordination of activities across departmental and functional lines.
15. Analyzes the effect of new laws or administrative regulations on human resources programs and recommends policies and procedures for implementation.
16. Assists and participates in the development and administration of the human resources annual budget and assists in developing and recommending goals, objectives, policies, procedures, work standards, and administrative control systems.
17. Develops and revises human resources documents, procedures, and forms, and assists in the development of policies, regulations, and procedures.
18. Consults with supervisors regarding human resources-related issues, needs, and services; counsels employees on human resources programs, policies and processes; explains program provisions, procedures, and eligibility requirements; and assists employees with forms and human resources documents.
19. Conducts surveys and performs research and statistical analyses on administrative, fiscal, human resources, and operational problems or issues.

QUALIFICATIONS:

1. Graduation from an accredited 4-year college or university with major coursework in business or public administration, human resources, or a related field, and 4 years of human resources generalist experience in designing, developing, and implementing human resources benefits programs
2. Knowledge of:
 - Principles, practices, and techniques of human resources, benefit analysis, and administration, including the interpretation of laws, regulations, policies, and procedures.
 - Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs
 - Applicable federal, state, and local laws, codes, and regulations
 - Recordkeeping principles and procedures
 - Modern office practices, methods, and computer equipment
 - Computer applications related to the work
 - English usage, grammar, spelling, vocabulary, and punctuation

3. Ability to:

- Assist in the development of goals, objectives, policies, and procedures for the department.
- Plan and conduct effective management, administrative, and operational studies.
- Plan, organize, and carry out assignments from management staff with minimal direction.
- Conduct research on a wide variety of benefits-related human resources topics, including operational alternatives.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, codes, and regulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintain confidentiality of sensitive personal information of applicants, employees, former employees, and other matters affecting employee relations.
- Analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options; and recommend/implement appropriate course of action.
- Maintain accurate files and records.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner, organize own work, set priorities, and meet critical time deadlines.

