

Durham Public Schools Job Description

Human Resource Services Benefits Analyst

JOB TITLE: Benefits Analyst

REPORTS TO: Human Resource Services Executive Director

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 12 months, Classified, Nonexempt

SUMMARY: To provide a full range of benefit administration to the employees of Durham Public Schools.

RESPONSIBILITIES & DUTIES:

1. Interpret and communicate benefits policies, state regulations, and procedures for employees and supervisors.
2. Analyze individual situations and assist employees with all issues related to benefits administration.
3. Serve as primary contact with insurance carriers/broker on new business quotes and renewals to include related activities such as requesting quotes, evaluating options, and spreading results.
4. Certify benefit eligibility for new hires and explain benefit plan designs by conducting new hire meetings, preparing written and graphic announcements and explanations, and responding to requests for information.
5. Serve as liaison between human resources and finance/payroll to insure timely flow of paperwork and information.
6. Process death benefit claims.
7. Advise and assist employees with changes of retirement beneficiaries and withdrawal of contributions.
8. Process electronic personnel actions (EPA) for new hires, retirements, resignations, terminations, and reassignments.
9. Serve as Health Benefits Representative (HBR) for the State Health Plan.
10. Facilitate annual enrollment for State Health Plan and Section 125 flexible benefits.
11. Communicate with benefit vendors on enrollments, terminations, and changes.
12. Organize flu shot clinics and other related benefits services.
13. Other duties as needed as it relates to Benefits and/or HR functions.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

1. Graduation from a four-year college or university, four years of experience in human resources administration in a technical or administrative capacity, or an equivalent combination of training and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of Benefits Administration, including but not limited to health plans, voluntary benefits, flexible benefits, ACA compliance, etc.
2. Working knowledge and proficient level of experience with Microsoft Office programs such as Word, Excel, Outlook, and PowerPoint.
3. Excellent oral and written communication skills.
4. Strong organizational and problem-solving skills.
5. Ability to work independently and efficiently, including the ability to research and gather information from varied sources.
6. Ability to learn, interpret and explain departmental and systems procedures and policies.
7. Ability to respond to questions and/or take accurate messages and schedule appointments.
8. Ability to perform routine mathematical or bookkeeping functions.
9. Ability to communicate effectively with individuals and large groups.
10. Ability to perform at a high level, as a team player, in a team environment.
11. Ability to relate well to diverse groups of people.
12. Ability to prioritize and manage multiple tasks in a fast-paced environment.
13. Ability to remain calm and professional in an environment with shifting priorities.
14. Ability to establish and maintain effective working relationships with employees, school personnel, and the general public.
15. Spanish fluency (preferred, not required)

PHYSICAL REQUIREMENTS

Must be able to exert a negligible amount of force to move objects, classification consistent with light duty work. Must be able to be physically present for work.

DISCLAIMER:

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

Signature

Date