**PERALTA COMMUNITY COLLEGE DISTRICT - September 2019**

CLASSIFIED JOB DESCRIPTION

 **HUMAN RESOURCES ANALYST (Leaves & Benefits)**

**Confidential Salary Range 32**

**Job Code: 894**

**CLASS PURPOSE**

This is a confidential position. Under the general direction of the Benefits Manager, the Benefits Analyst performs professional-level work in the analysis, research, preparation and monitoring of employee benefits, integrated leaves, and absences transitions. While the incumbent is primarily assigned to Benefits and Leaves, the individual may be assigned to perform other generalist level duties.

**EXAMPLES OF ESSENTIAL DUTIES:**

* Processes all forms of leave request transactions for regular employees, which involves coordination and follow-up with managers, supervisors, and others as necessary to ensure timely completion of transactions.
* Performs research, compiles statistics and analyzes data and other work related to a variety of employee-employer relations matters, negotiations, and collective bargaining agreements
* Acts as an information resource to managers, supervisors, and employees regarding human resources rules, regulations, policies and procedures, and collective bargaining agreement provisions.
* Notifies, explains and calculates benefits for Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and California Pregnancy Disability Leave (CPDL). Composes and issues letters regarding FMLA, CFRA, CPDL, leave of absence usage and rights, and other correspondence to employees.
* Collaborates with Risk Management and administers the Unemployment Compensation Program claims within State-mandated time frames; contact the physician to determine bridge assignments for modified return-to-work program; act as liaison with the Unemployment Compensation insurance carrier and with District employees; keep Payroll and appropriate managers informed on employee status
* Maintains confidential medical leave files containing Protected Health Information in compliance with The Health Insurance Portability and Accountability Act (HIPAA).
* Serve as District liaison to insurance companies in all aspects of coverage involving employees, retirees and their covered dependents; maintain communication with employees/retirees regarding benefit, leave plans and retirement programs; provide information and assistance regarding filing requirements and filling out of claims for medical, dental, vision care, LTD and life insurance coverage, requests for payment and/or reimbursement of benefits, etc.
* Distributes compensatory leave reports and correspondence, and follows up with the Payroll Department. Posts all forms of regular employee leave allocations (automated and manual) and adjustments to accrual balances, as necessary
* Collaborates with the Information Technology Department liaison and the HRIS Lead in the creation and update of associated PeopleSoft/Oracle tables.
* Assists in providing functional support for the automated leave management modules of PeopleSoft CMS system (i.e. review and approving reported time, managing employee’s enrollment plan and workgroup)
* Assists with detecting and identifying problems and deficiencies in the leave and benefits technology systems (i.e. PeopleSoft, BenefitBridge)
* Writes and maintains documentation for user guides, instructor guides and procedural guides
* Handles worker’s compensation leaves; send correspondence to employee and carrier. Conducts liaison with the worker’s compensation carrier regarding leaves of absence only.
* Process the District Employee Health and Welfare Benefit Programs, including medical, dental and vision care insurances, life insurance, long-term disability (LTD) insurance, State Teachers Retirement System (STRS) and Public Employees Retirement System (PERS) pension programs, Medicare benefits, and programs mandated by the Consolidated Omnibus Budget Reconciliation Act (COBRA).
* Processes unemployment insurance claims. Conducts liaison with an unemployment insurance representative. May also conduct liaison with a hearing representative and attend hearings.
* Liaison with CalPERS and CalSTRS representatives and coordinates workshops with those representatives.
* Establishes and maintains complex, interrelated administrative and confidential filing systems and records.
* Collects and compiles statistical data and other information for inclusion in ad hoc and periodic reports.
* Operates a personal computer, copiers, facsimile machines, and other office equipment. Accesses internal mainframe systems, online enterprise applications (PeopleSoft/Oracle), and information relative to leaves and absences.
* Assists with special projects as required by the Benefits Manager; provides backup to other Benefits Specialist in the office as needed.
* Performs other related duties as assigned.

# **KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

* Practices and trends in the particular field of assignment
* Research and analytical methods
* Rules, regulations and policies of the District and Health care providers pertaining to employee benefit coverage;
* Federal and State laws and regulations relating to Employee Benefits;
* Benefit program administration, including enrollment, eligibility and claim processing;
* Principles and procedures of Unemployment Compensation claim processing;
* COBRA (Consolidated Omnibus Budget Reconciliation Act);
* HIPAA (Health Insurance Portability and Accountability Act);
* FMLA (Family Medical Leave Act);
* CFRA (California Family Rights Act);
* ADA (Americans with Disabilities Act);
* Types of employee benefit and insurance programs.

**Ability to:**

* Establish and maintain effective and efficient working relationships with staff at all levels of the organization and the general public;
* Communicate effectively both orally and in writing in a courteous and effective manner;
* Process the Employee Benefit, Leaves and Unemployment Compensation programs for the District.
* Provide technical information and assistance to employees regarding benefit and leave programs;
* Counsel employees regarding benefits, leave and unemployment compensation process;
* Retrieve data using a computer; utilize word processing, spreadsheets, and other software;
* Maintain confidentiality of sensitive and confidential matters;
* Interpret, apply and enforce a variety of laws, rules, regulations and other guidelines about benefits, leaves administration and unemployment compensation;
* Research and compile information and data and prepare reports;
* Work with a significant degree of independence in carrying out assigned duties;

# **MINIMUM QUALIFICATIONS**

1. Equivalent to graduation from an accredited college or university and four years of experience in the administration of health insurance and benefits program and conducting human resources-related research and analysis or experience in a related field; or an equivalent combination of training and experience that could likely provide the desired knowledge and abilities.
2. Demonstrated ability to interpret and apply a variety of laws, rules, policies and procedures related to human resources administration.
3. Demonstrated expertise with word processing, spreadsheet, and database management software programs using a personal computer.
4. Demonstrated ability to meet deadlines and work under pressure, including the ability to perform and complete a high volume of work assignments with speed and accuracy, work cooperatively with others and meet the public, employees and managers showing courteousness and a high-level of professionalism.
5. Demonstrated proficiency in using online HRIS (such as Oracle/PeopleSoft or similar systems).
6. Demonstrated ability to maintain confidentiality at all times, handle benefits and personnel matters effectively, and handle employee and public personnel inquiries with sensitivity, tact and diplomacy.
7. Must be able to type accurately from clear copy. Possess demonstrated proficiency in the operation and use of personal computers utilizing office productivity programs (e.g., MS Office Suite: MS Word and Excel), the Internet and E-mail. Skills assessments may be given.
8. Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

#### DESIRABLE QUALIFICATIONS

* + None

#### ENVIRONMENTAL DEMANDS

* + Occasional work performed alone
	+ Constant work around and with other people

#### PHYSICAL REQUIREMENTS

* + Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
	+ Occasional lifting and carrying up to 15 lbs.
	+ Occasional pushing and pulling up to 20 lbs.
	+ Occasional twisting of body
	+ Occasional use of manual dexterity
	+ Occasional use of tactile acuity
	+ Occasional use of visual acuity from a distance, with depth, and for color
	+ Frequent work at a rapid pace
	+ Frequent reaching, high, low, and level
	+ Frequent audio acuity at all ranges, including speech
	+ Frequent visual acuity for reading
	+ Constant sitting
	+ Constant use of clear oral communication

#### TOOLS AND EQUIPMENT USED

* + Personal computer
	+ Facsimile machine
	+ Copier
	+ Printer
	+ Other standard office equipment