

RANCHO SANTIAGO COMMUNITY  
COLLEGE DISTRICT  
SANTA ANA, CALIFORNIA

CLASS SPECIFICATION  
JANUARY 2011

**BENEFITS ANALYST  
(CONFIDENTIAL)**

**CLASS SUMMARY**

Under general direction, coordinates, plans, develops, implements and is responsible for conducting the full range of functions associated with the administration of fringe benefits for all eligible employees and retirees; responsible for the interpretation and application of policies, procedures, regulations, and collective bargaining agreements; prepares, maintains and analyzes confidential records and other materials related to employer/employee relations and collective bargaining.

**REPRESENTATIVE DUTIES**

Provides day-to-day administration of the district's employee medical, dental, vision, and life insurance and voluntary benefit programs; provides orientation, consultation and assistance to employees regarding benefits; processes and reviews benefit enrollment forms and supporting documents to determine eligibility; conducts and responds to detailed surveys regarding fringe benefits; responds to requests/inquiries from employees, the public and/or outside agencies; meets with employees and management to provide guidance on issues which require a high level of technical skill in and a thorough knowledge of assigned program areas; maintains security and controls access to files; serves on district committees representing Risk Management/Human Resources; attends and participates in meetings and conferences; conduct special studies to facilitate planning; assists in the development and implementation policies, procedures, forms and systems; reviews and evaluates procedures, methods, and needs, and recommends improvements and modifications; coordinates and directs the work of staff and hourly personnel; coordinates, plans, and implements communications, projects, and activities with other district departments, vendors, and outside organizations, makes presentations as appropriate. Recommends modifications to the district's employee benefits program, acts as the district's liaison with insurance carriers with regard to contract interpretation, enrollment and claims processing; processes and maintains employee insurance records and files. Maintains district compliance with COBRA regulations, including all reporting and collection of premiums. Programs, updates and maintains the fringe benefits database, calculates district verses employee contributions of premiums. Interfaces with insurance brokers and carriers in connection with premiums, retention, policy terms, and related matters.

Administers and maintains the voluntary life insurance records, annual cash benefits, and Section 125 plans; provides information to employees and retirees on the availability of and differences among the various insurance options; assists employees/retirees in the resolution of insurance claim problems; performs all other duties necessary to assure that the employee insurance program is administered effectively and in accordance with district policies. Prepares through research and analysis, statistical data and materials related to collective bargaining and management of the collective bargaining agreements; serves as resource person and participant in collective bargaining on behalf of the district as a Confidential employee; performs related duties as assigned.

**BENEFITS ANALYST (cont'd)**  
**(CONFIDENTIAL)**

ORGANIZATIONAL RELATIONSHIPS

This position is designated as a Confidential employee and works with all levels of management in Risk Management and Human Resources. This position reviews and makes recommendations on individual case decisions when policy matters or precedents are involved. The judgment and recommendations of the Benefits Analyst are relied upon significantly in the final decisions regarding specific personnel issues. This position coordinates and provides direction to other employees as required.

DESIRABLE QUALIFICATIONS GUIDE

Training and Experience

A Bachelor's degree in Human Resources Management, Personnel Administration, Business Administration or related field or equivalent education, training and/or experience and two years recent experience in employee benefits administration.

Knowledge and Abilities

Thorough knowledge of: the principles and practices of employment, benefits administration, human resources information systems including software packages for personnel, word processing, spreadsheets and databases; COBRA/Cal COBRA/HIPPA regulations, Medicare coordination and subsidies, district operations as they pertain to employees and insurance benefits provisions of the district's collective bargaining agreements.

Ability to: gather and analyze data; reason logically and draw valid conclusions; analyze situations and make appropriate decisions; learn and effectively interpret and apply complex laws, contract language, rules, regulations, policies and precedents to problems and develop working solutions; clearly communicate effectively with employees and retirees both verbally and in writing; calculate insurance rates and premiums for multiple bargaining; write clear and concise reports; may provide direction to staff in the completion of day-to-day work; organize programs and work; establish and maintain cooperative working relationships; use computerized records, statistical packages and spreadsheets; maintain confidentiality of non-public information.