

BENEFITS ANALYST**SUMMARY:**

Under limited direction, performs administrative duties in the administration of employee benefits and performs related duties as assigned.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

DUTIES AND RESPONSIBILITIES: *(Which are **not** in any hierarchical order)*

1. Conducts new employee orientation meetings; advises employees, retirees, dependents and beneficiaries concerning flexible benefits and insurance coverage and benefits available under provisions of COBRA and medical, dental, vision, life and long term disability insurance plans.
2. Plans open enrollment meetings; determines number of meetings needed and coordinates times and places of meetings; conduct open enrollment meeting to explain insurance options.
3. Sends notices to collect individual premiums from employees on Workers Compensation and unpaid leave of absence; processes billings for insurance plans and collects payments from retirees, COBRA and employees on unpaid leave of absence.
4. Processes changes in coverage, beneficiaries, addresses or names; processes life insurance changes; reviews change requests for completeness and accuracy; processes part time to fulltime status benefit changes.
5. Processes and maintains records for employee medical, dental, cafeteria plan, AD&D and life insurance policies with carrier, on-line enrollment system, and City payroll system. Verifies eligibility requirements and accuracy of forms for enrollment, status changes, beneficiary changes, death claims, retirement continuations or conversions, and cancellations.
6. Meets with new employees and terminating employees to explain benefits. Informs terminating and retiring employees of conversion and COBRA options and deadlines. Assists employees with questions and answers.
7. Handles family medical leave requests. Receives and reviews written requests to verify completion and eligibility. Monitors leave time and calculate return to work dates. Prepares and distributes notification/approval memos.
8. Communicates with other City departments, insurance carriers, medical providers, and employees to coordinate the administration of benefits, research problems, and collect payments and premiums.
9. Prepares activity reports, writes memos, and conducts research.
10. Reviews and processes VEBA payments for general employees.
11. Coordinates wellness events and/or programs, such as Annual Health Benefits Fair, City Fit Seminars and challenges.
12. Performs related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of federal and state employment, civil rights and labor laws, rules and regulations.
- Working knowledge of insurance and benefits terms and concepts.
- Knowledge of COBRA, HIPPA, and FMLA laws and regulations.
- Knowledge of City's human resources policies, practices and procedures in area of assignment.
- Knowledge of computer hardware, software and peripherals related to area of assignment.
- Knowledge of record keeping and file maintenance methods, practices and procedures.
- Knowledge of research and investigative methods and practices.
- Skill in researching and analyzing statistical or informational data.
- Skill in effectively utilizing written communication in the development of investigative reports, management reports, training guidelines, and written descriptions.
- Skill in utilizing verbal communication in presentations and responses to inquiries and complaints.
- Skill in identifying, diffusing and mediating differences, and developing consensus.

BENEFITS ANALYST

- Ability to explain benefits to employees, verbally and in writing.
- Ability to interact with employees and family members in a variety of sensitive or highly confidential situations.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves light work in a fast paced office setting. There is frequent need to stand, stoop, walk, sit, lift objects (up to 25 pounds), drive to other City departments and perform similar other actions during the course of the workday. The City of West Palm Beach promotes and maintains a drug/alcohol free work environment through the use of mandatory pre-employment and random drug testing for certain employees.

MINIMUM QUALIFICATIONS: Bachelor's degree from an accredited college or university with a major in Business Administration, Psychology, or Human Resources, or related field, and two (2) years related experience in the employee benefits area, or any equivalent combination of training and experience. A valid Florida driver's license is required. A valid driver's license from any state (equivalent to a State of Florida Class E) may be utilized upon application; with the ability to obtain the State of Florida driver's license within 30 days from day of appointment.