

# FRESNO COUNTY SUPERINTENDENT OF SCHOOLS

## CONFIDENTIAL POSITION

JCN: 129  
RANGE: 154  
NON-EXEMPT

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### BENEFITS ANALYST

#### BASIC FUNCTION:

Under the direction of the Executive Director, Human Resources and assigned supervisor, perform a variety of specialized and highly complex technical duties in support of county office employee benefit programs, workers' compensation, absences from duty leaves and related functions; prepare, maintain and evaluate related manual and automated records, forms and reports; analyze and interpret various workers' compensation, benefits and related information; serve as a technical resource and liaison to county office employees and retirees concerning employee benefits and related policies and procedures.

#### REPRESENTATIVE DUTIES:

#### ESSENTIAL DUTIES:

- Assist supervisors with activities and documentation related to the Interactive process.
- Assist the Executive Director, Human Resources and assigned supervisor, and county office administration in the development and maintenance of technical data systems, reports, confidential queries, and information utilized by the county office negotiation team; work with department administrators for the purposes of preparing tentative bargaining unit agreements in support of proposed benefits, leaves of absence from duty and/or other elements of negotiations proposals.
- Communicate with county office personnel and various outside agencies to exchange information, coordinate activities, and resolve issues or concerns; maintain confidentiality of sensitive and privileged information.
- Compile and analyze a variety of benefits and personnel information; prepare and maintain a variety of records, reports and files related to benefit programs, forms, billing, personnel, financial activity and assigned duties.
- Compose, proofread, and distribute a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda, contracts, and other materials; duplicate and distribute a variety of materials; prepare and disseminate bulk mailings as directed; process and evaluate various forms and applications.
- Conduct audits of benefits packages and policies to ensure county office processes are compliant.
- Coordinate activities related to annual open enrollment for eligible employees and retirees.
- Coordinate staff meetings/workshops to communicate information to employees and retirees about benefits; conduct training sessions and other staff development activities as assigned; prepare and deliver oral presentations; prepare, develop and distribute related training and support materials; assist in coordinating meetings, committees and special events, as assigned.
- Establish timelines, process, verify and evaluate enrollment, insurance, and other forms for various employee benefit programs; enroll employees in county office employee benefit programs according to established standards, practices, requirements, and procedures.
- Input and update employee records and a variety of other data into an assigned computer system; establish and maintain various automated records and files; initiate queries and generate a variety of computerized reports; ensure accuracy of input and output data; process

purchase orders as directed; receive and verify information from Human Resources and Payroll Departments and make necessary changes.

- Maintain various financial records as assigned; assist in compiling budget data and prepare related journal entries; collect and process premiums as directed.
- Maintain employee confidence by keeping benefit information confidential.
- Perform a variety of specialized duties, serve as a technical resource, and provide consultation in support of county office employee and retiree benefit programs, workers' compensation, leaves and related functions; initiate, receive, route, and respond to inquiries; provide detailed and technical information concerning related laws, codes, rules, regulations, policies and procedures.
- Process billings for benefit programs; reconcile health insurance billings with county office data, records, and files; balance and post income and expenditures to appropriate accounts; resolve billing discrepancies and conflicts with providers, personnel, and retirees as necessary.
- Process employee attendance according to established policies and procedures; compile related information and purge employee records and files; calculate and forward related information to the Payroll Department.
- Process, verify, investigate, monitor, and evaluate workers' compensation claims for injured workers according to established standards and practices; handle inquiries using independent judgment and understanding of workers' compensation claims, labor code requirements and procedures.
- Provide technical assistance to Human Resources staff, Benefits Specialist and others concerning benefit procedures and requirements, delegate work to Benefits Specialist.
- Recommend and administer employee benefit programs; stay current on laws governing benefits compliance.
- Serve as a technical resource and provide consultation to county office employees, Human Resources staff, perspective employees and retirees concerning employee benefits, workers' compensation, leaves and related functions; respond to inquiries and provide detailed and technical information concerning related laws, codes, rules, regulations, policies, and procedures.
- Serve as the Injury and Illness Prevention Program Coordinator; assist with developing safety policies; coordinate, prepare for and attend FCSS safety committee meetings, trainings, and communications to improve the County Superintendent's Illness and Injury Prevention Program (IIPP).
- Train and provide work direction, guidance, coaching, and oversight to assigned personnel as directed; provide input concerning employee evaluations as requested; identify professional development needs and provide on-going support to assigned personnel.
- Update job knowledge by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services and/or special events.
- Comply with schedules, policies, regulations, procedures, orders, and directives of the County Superintendent.
- Exhibit professionally appropriate interpersonal skills including but not limited to tact, patience, flexibility, and courtesy.
- Keyboarding at an acceptable rate to complete reports and correspondence required by the position.
- Maintain a safe work environment.

- Operate a variety of office equipment, including but not limited to a computer and assigned software applications.
- Serve as a liaison between County Superintendent and administrators, personnel, outside organizations or the public concerning assigned area.
- Serve as a technical resource concerning assigned program, function or instructional area.
- Work collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.

**OTHER DUTIES:**

- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.
- Travel may be required for training within California.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Bargaining unit contracts and salary schedules.
- Data control procedures and data entry operations.
- Employee benefits packages and insurance programs.
- Human Resources, benefits and workers' compensation functions, practices and procedures.
- Mathematic computations.
- Methods, procedures and terminology used in benefits administration.
- Preparation, review and control of assigned accounts.
- Record-keeping and report preparation techniques.
- Proper English usage, grammar, spelling, punctuation and vocabulary in all forms of communication.
- Operation of a variety of office equipment, including but not limited to a computer and assigned software applications.
- Theoretical and technical aspects of field of specialty.

**ABILITY TO:**

- Compose correspondence and written materials independently.
- Determine appropriate action within clearly defined guidelines.
- Make complex decisions in accordance with division policies and procedures.
- Make mathematical computations with speed and accuracy.
- Meet schedules and timelines.
- Provide work direction, guidance, coaching and oversight to assigned personnel.
- Analyze and evaluate situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Drive a vehicle to conduct work.
- Interpret, apply, and explain rules, regulations, policies and procedures.
- Maintain consistent, punctual and regular attendance consistent with federal, state and local standards.
- Safely and successfully perform essential job functions consistent with federal, state and local standards, including meeting qualitative and/or quantitative productivity standards.
- Work confidentially and with discretion.
- Work independently with minimal direction.

## **EDUCATION AND EXPERIENCE:**

### **EDUCATION:**

- High School Diploma, General Education Degree (GED) or State High School Proficiency certificate.
- Bachelor's degree in Business Administration or related field preferred.

### **EXPERIENCE:**

- Four years increasingly responsible experience in Benefits Administration or Human Resources.
- District/county office experience preferred.

### **LICENSURE AND OTHER REQUIREMENTS:**

- Valid California driver's license: when driving for work, maintain automobile liability insurance in accordance with California Insurance Code section 11580.1 or maintain other statutorily authorized financial responsibility.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program at time of hire and throughout employment with County Superintendent.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.
- Virtual Platform.

#### **PHYSICAL DEMANDS:**

- Bending at the waist, kneeling or crouching; climb or balance.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others; understandable voice and speech patterns.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Use hands to handle and/or feel; reach with hands and arms.
- Must frequently lift, push, pull or carry up to ten (10) pounds and occasionally lift and/or move up to twenty-five (25) pounds.

The physical demands and working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification, however it is intended to accurately reflect the principal job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: 07/01/2012

Revised: 10/01/2017; 12/17/2021; 02/17/2022