



Position Title:	Employee Benefits Analyst	
Reports To:	Director, Compensation & Benefits	
Department:	Division of Human Resources	Job Code: 3117-00E
Prepared By/Date:	Carol Flynn/10-2004	Job Group: PENC
Approved By/Date:	Martha Arrieta/7-17-2008	Salary Grade: 14
Revised:	Jennifer C. Brito/5-26-2009	FLSA Status: Exempt

Summary:

Responsible for coordinating the College's benefit programs. Will interact with employees, vendors, consultants, and other departments to resolve issues, gather, and analyze data, and explain benefits. Work requires independent judgment in the performance of complex record keeping functions.

Essential Duties and Responsibilities:

- Works with assigned programs, which include, but are not limited to: health plans, tuition reimbursement, retirement plans including the Florida Retirement System and tax sheltered annuities, sick leave pool and sick leave transfer.
- Works with employees to explain complex issues administering all types of associate leaves of absence;
- Acts as a primary contact for associate benefit questions; works with associates to resolve claim issues; participates in the administration of open enrollment process.
- Assists in the development and improvement of benefit processes and procedures.
- Assists in the tracking and analysis of claim and premium data.
- Presents monthly new hire orientation meetings.
- Assists the unit with meeting goals that support the division and the College's strategic plan.
- Prepares periodic reports, reviews computer reports, and modifies or requests modifications to meet needs.
- Prepares analysis of open enrollment data at the beginning of each calendar year.
- Updates and maintains data base tables.
- Develops computer programming requests.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge of COBRA and FMLA regulations.
- Knowledge of business principles and practices, as well as knowledge of general office practices and record keeping.
- Knowledge of principles of personnel management.
- Knowledge of Microsoft office software.
- Knowledge about spreadsheets, database programs and office automation.
- Excellent organizational and communication skills (oral and written).
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to communicate in a positive and effective manner in a multi-ethnic/multi-cultural

environment along with poise and tact in handling the public.

- Ability to promote and maintain effective working relationships.
- Ability to use independent judgment in the performance of complex record keeping functions.
- Ability to prepare complex and accurate reports.
- Ability to keep complex records, assemble and organize data.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

This function/position has been designated as “essential.” This means that when the College is faced with an institutional emergency, employees in such positions may be required to remain at their work location or to report to work to protect, recover, and continue operations at the College.

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor’s degree and five (5) years experience in Human Resources/Benefits.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name