

Benefits Analyst

Position Details

Class Code: 3024

Job Family: Business/Finance

Classification: Support Professional

Terms of Employment: [Pay Grade 53 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under direction, the purpose of the position is to analyze and process benefits for all employee groups in the Human Capital Management (HCM) system. Employees in this classification perform both routine and non-routine duties as dictated by the nature of the assigned task.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. May conduct weekly group or one-on-one orientations with newly hired eligible employees, explaining their entire health insurance benefit package and/or their alternative options.
2. Conducts and communicates open enrollment meetings with benefit eligible employees.
3. Analyzes all dependent addition/change requests and coverage types; processes payroll deductions accordingly.
4. Manages benefit eligibility requirements for all eligible employee groups in the HCM system.
5. Interprets and explains procedures, regulations, and information regarding payroll deduction benefits available to all employee groups.

6. Validates voluntary 403(b) and 457 retirement plan elections processed in the HCS ESS system.
 7. Verifies, processes, and submits disability claims for all Clark County School District employees.
 8. Communicates with beneficiaries and initiates life insurance benefit claims.
 9. Coordinates and communicates pay discrepancies with the payroll department during payroll processing periods.
 10. Communicates benefit discrepancies with District vendors daily.
 11. Initiates, communicates, and analyzes open enrollment additions and changes in the HCM system.
 12. Communicates post-employment benefits to eligible employees.
 13. Reviews and analyzes daily benefit administration transactions in the HCM system via HCM query manager.
 14. Communicates job data inaccuracies to appropriate human resource analysts to initiate corrections in the HCM system.
 15. Analyzes and verifies accuracy/completeness of District benefits for all employee groups.
 16. Provides verification of Centers for Medicare & Medicaid Services (CMS) forms for all District employees.
 17. Routes vendor payments to mailroom for distribution.
 18. Maintains, communicates, and provides end user assistance to all District employees.
 19. Initiates queries and analyzes data utilizing statistical methods from benefit and payroll reports in the HCM System.
 20. Provides information to administration and employees regarding employee benefit related inquiries/issues.
 21. May implement and apply contract language and negotiated agreement changes.
 22. May interpret, implement, and communicate pertinent negotiated agreement language.
 23. Investigates and researches questionable data and takes corrective action when necessary to resolve benefits inquiries and problems.
 24. Provides courteous, responsive, and accurate information to the public, administration, and employees.
 25. Conforms to safety standards, as prescribed.
 26. Perform other functional analyst support duties, as needed.
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Distinguishing Characteristics

Involves complex, responsible technical duties requiring substantial judgment and analytical ability necessary to prepare and disseminate accurate benefits information to all District employees.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of personnel and benefit procedures.
 2. Knowledge of applicable federal, state, and local laws related to assigned area.
 3. Knowledge of large-scale HCM systems, as they relate to benefits.
 4. Knowledge of complex statistical analysis and resolution/problem-solving techniques.
 5. Ability to create/analyze original reports and correspondence.
 6. Ability to collect, analyze, and interpret a variety of personnel benefit data and documentation.
 7. Ability to communicate effectively, both verbally and in writing, with persons of diverse cultural, educational, and economic backgrounds.
 8. Ability to promote public relations and deal tactfully/diplomatically with people.
 9. Ability to meet predetermined deadlines and shift to new tasks when priorities change.
 10. Ability to work independently and meet aggressive timelines.
 11. Maintain integrity/confidentiality of departmental records and employee documentation.
 12. Ability to concentrate on the accuracy of detailed information.
 13. Ability to analyze and apply complex mathematical computations.
 14. Ability to interpret written and verbal instructions.
 15. Ability to collect and objectively analyze data; prepare sound recommendations and reports.
 16. Ability to plan and organize work.
 17. Ability to judge when to act independently and when to refer situations to a supervisor.
 18. Ability to cooperate with employees, management, the public, and other agencies.
 19. Ability to recognize and report hazards and apply safe work methods.
 20. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)
2. Six (6) years' benefits and/or payroll experience (i.e., federal withholding/Medicare/Federal Insurance Contribution Act (FICA) withholding computations, Fair Labor Standards Act (FLSA) computing wage and overtime payments, calculating and recording payroll deductions, processing payroll transactions, etc.), independent decision making experience with public contacts, organization, and/or coordination of complex records, confidential records, data processing/analysis; or, Associate degree from an accredited college/university and four (4) years' experience in benefits and/or payroll; or, Bachelor's degree from an accredited college/university and two (2) years' experience in benefits and/or payroll.

NOTE: Online Absence Reporting Systems (OARS), Kronos, Replicon, etc., processing does not meet the payroll experience requirement and will not be considered.

Licenses and Certifications

A valid driver's license or state-issued identification card.

Preferred Qualifications

Experience with PeopleSoft HCM System.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
 3. College transcript(s) from an accredited college/university, if applicable.
 4. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District Business and Finance Division.

Work Environment

Strength

Sedentary/light – exert force up to 25 lbs., occasionally.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

Examples of Equipment/Supplies Used to Perform Tasks

Various computers, printers, telephones, calculators, copy machines, fax machines, filing cabinets/equipment, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative

solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 06/23/23
- Created: 08/26/21