



Benefits Analyst

Job Description

Department: Human Resources
Position: Career Service
Grade: 724
Supervisory: No
Reports to: Benefits and Engagement Manager

Summary

Under supervision of the Benefits and Engagement Manager, performs routine duties to administer group benefits programs (health, dental, vision, short-term and long-term disability, life insurance, flexible spending, 401(k), and retirement plans) and leave plans in accordance with federal, state, local regulations, and county policy.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Administer employee leave programs such as Family and Medical Leave Act (FMLA), military, leave without pay, short-term and long-term disability.
2. Process required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions; coordinate the administration of Consolidated Omnibus Budget Reconciliation Act (COBRA) for the County.
3. Assist with the configuration of Human Resources Information System (HRIS) annual open enrollment; coordinate open enrollment events with Utah County employees and benefit vendors.
4. Manage benefits-related approvals in Workday daily.
5. Provide Human Resources (HR) policy guidance and interpretation to employees and managers.
6. Process monthly billings from all insurance providers and vendors; audit, review, and reconcile billings for accuracy; submit billings for final approval; ensure enrollment and change forms are submitted to vendors for timely processing.
7. Review benefits options with terminating and retiring employees; ensure employee receives direction on how to submit the completed separation paperwork to HR and outside agencies; assist with distributing, collecting, and processing insurance, retirement, and other benefits-related paperwork.
8. Plan and direct the implementation and administration of benefit programs designed to assist employees against loss of income due to illness, injury, or retirement.

For Office Use Only

Job Code: 2283
Job Title: Benefits Analyst
FLSA: Non-exempt
Effective Date: 10/23/2024
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Individual Contributor

9. Conduct and facilitate monthly benefit orientation meetings for new employees; coordinate vendors presentation on benefit information; serve as a resource at new-employee orientation to ensure employees gain an understanding of benefits plans and enrollment provisions.
10. Coordinate and assist with the Affordable Care Act (ACA) benefits reporting requirements; track hours worked for merit and non-merit employees; notify department heads when limit is approaching.
11. Act as a liaison with the Wellness Committee to meet obligations for insurance premium renewals; administer Health Savings Account (HSA) contributions and incentives.
12. Provide excellent customer service to Utah County employees by responding to employee's requests and inquiries regarding benefits; refer complex employee relations issues to the Benefits and Engagement Manager.
13. Participate in organizational strategic planning and provide input for benefits management and HRIS.
14. Make recommendations for modification to programs, as needed.
15. Exemplify the desired culture and philosophy of the organization.
16. Performs other human resources related duties, as directed.

Knowledge, Skills, and Abilities

- Basic knowledge of federal, state, and county laws and codes affecting human resource administration
- Knowledge of group benefit plans
- Skilled in Microsoft Office Suite
- Skilled in intermediate reading, writing, and math
- Skilled in conducting research
- Ability to type accurately and at an acceptable rate, appropriate to the job
- Ability to maintain cooperative working relationships with others in the workplace and the public
- Ability to communicate effectively verbally and in writing
- Ability to conduct group training
- Ability to maintain files, records, and reports
- Ability to make decisions free from personal bias
- Ability to maintain confidentiality
- Ability to coordinate multiple tasks efficiently and work well under pressure and impending deadlines

Supervisory Responsibility

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

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Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate. Work requires incumbent to occasionally give negative information to County employees and the public. Work exposes the incumbent to high-stress situations including contact with the public, employees, and others in confrontational, emotionally charged, or uncomfortable circumstances.

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.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift supplies up to twenty (20) pounds. May be required to drive a motor vehicle.

Position Type/ Expected Hours of Work.

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Required Education and Experience

1. Bachelor's degree in Human Resources, Business Management or a related field.
2. Two (2) years of experience working with benefits, recruiting, or payroll programs.
3. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants who possess one or more of the following certifications: Professional in Human Resource Certification (PHR), SHRM-Certified Professional (SHRM-CP), Certified Employee Benefits Specialist (CEBS), or related certification.
2. Preference may be given to applicants with experience working with Workday HRIS.

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Additional Eligibility Qualifications

1. Applicants must possess a valid driver’s license and obtain a valid State of Utah driver’s license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a preemployment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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