



Town of Oro Valley Classification Description

Title: **HUMAN RESOURCES ANALYST - BENEFITS** Department: Human Resources
Job Code: 1680 Salary Grade: 113
FLSA Status: Exempt

POSITION SUMMARY:

Under the Direction of the Human Resources Director, performs professional level Human Resources duties. The incumbent is expected to exercise a high degree of independence, initiative, and professional expertise in the day-to-day management and administration. The incumbent will be responsible for the management of all employee benefits to include but not limited to healthcare, dental, life and vision insurance, voluntary benefits, workers compensation, retirement plans (ASRS, PSPRS, 457-Plan). Provides support and assistance to the Finance Payroll function. Manages and reports the status of the organization's FMLA and ADA programs as well as compliance with other federal and state mandated programs.

ESSENTIAL JOB FUNCTIONS:

- A. Manages employee benefit programs, providing technical information and instruction regarding benefit coverage to employees, retirees, and dependents including changes, enrollments and terminations.
- B. Partners closely with the benefits consultant to resolve benefit issues and coordinates changes with payroll.
- C. Oversees and enters employment and benefits changes into the HRIS (MUNIS) system.
- D. Ensures accurate and timely transfer of employee data to benefit providers.
- E. Coordinates the FMLA and Leave of Absence program for the Town, including processing sick time donations and administering short-term and long-term disability programs.
- F. Conducts routine audits to ensure accuracy of the HRIS information.
- G. Performs administrative functions on behalf of the Town's self-insured medical and prescription plan and complies with the Town's HIPAA Privacy Policies and Procedures, especially as it pertains to use and disclosure of Protected Health Information.
- H. Gathers statistical data and creates reports. Assists in analyzing and evaluating benefits related reports from insurance providers and consultants.
- I. Ensures accurate reconciliation of all benefit-related bills, correcting any discrepancies with providers.
- J. Supports workers compensation program and maintains OSHA 300 logs.
- K. Conducts new hire benefit orientations.
- L. Tracks COBRA participation and coordinates with third party COBRA administrator.
- M. Processes and maintains records for Deferred Compensation Program.

- N. Oversees special events such as service award program, annual wellness fair, benefits open enrollment activities in partnership with, brokers, consultants and vendors. Prepares communications and materials for all events.
- O. Provides support and oversight to the Town's wellness committee, including overseeing the wellness program budget, coordinating strategic planning efforts, completing awards applications and documentation.
- P. Responds to staff questions or concerns regarding Personnel Policies and Procedures.
- Q. Maintains and updates electronic employee database and records as well as updating confidential employee personnel files.
- R. Completes surveys, questionnaires, and statistical reports for other agencies.
- S. Manages and tracks performance evaluation process.
- T. Manages the tuition reimbursement and certification program by processing requests, verifying for accuracy and eligibility, and working with finance for payment.
- U. Coordinates paperwork and spreadsheets and provides assistance to employees enrolled in PSPRS and ASRS with service purchases, pension planning and retirement paperwork.
- V. Researches, develops and implements special projects and prepares routine and specialized reports for the department.
- W. Develops and conducts training on various HR topics.
- X. Experience with Microsoft Office Suite, Microsoft Outlook, Document Management Software, Human Resources Software (NEOGOV), HRIS software (MUNIS).
- Y. Supports the PSPRS Local Board Secretary by providing data and reports as requested and serves as backup to the Secretary as required.
- Z. Regular and reliable attendance; works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.
- AA. Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, State and Federal statutes, ordinances, codes, rules and regulations governing human resources.
- Knowledge of human resources practices to include exposure to HRIS reporting, and benefit administration.
- Knowledge of COBRA, ADA, FMLA, Workers Compensation USERRA, HIPAA and related regulations affecting benefits and leave administration.
- Skill at advanced level in using HR applications, extracting data, and generating reports; specifically, in Excel, data cubes, and other report tools.
- Ability to work within deadlines to complete projects and assignments.
- Ability to maintain high level of confidentiality in a proper and professional manner.
- Ability to work with minimal supervision.
- Demonstrated ability to maintain a high degree of organization, coordination, and communication with attention to detail and accuracy.
- Skill in verbal and written communication.
- Ability to establish and maintain effective working relationships and providing excellent customer service.

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree in Human Resources Management, Business Administration or related field.
- Three (3) years' experience in human resources, benefits, classification, compensation and/or payroll; **OR** an equivalent combination of education and experience.

PREFERRED QUALIFICATION:

- Current certification as a PHR, SPHR, SHRM-CP, or SHRM-SCP.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.