Contra Costa Community College District – Classification Specification

Benefits Analyst

Definition

Under direction, oversees and coordinates the day-to-day administration of employee benefit plans and programs for employees, retirees, and part-time professors; analyzes various benefits, conducting research and providing appropriate recommendations to facilitate changes and enhancements to benefits plans and programs; assists in implementing program goals and objectives; explains and communicates benefit plans, information, and options available; and performs other related duties as required.

Distinguishing Characteristics

The Benefits Analyst is a professional analytical class within the Human Resources Office where generalist expertise is utilized to perform complex and difficult human resources functions. This class serves as a trainer, mentor and lead to lower-level staff.

Examples Of Duties

Duties/essential functions may include but not be limited to those listed below.
- Oversees and coordinates the day-to-day administration of employee benefit plans and programs including flexible benefits, workers' compensation, health plans, leaves of absence, employee assistance program and the various retirement systems including training, counseling, outreach, coordinating, and serving as a liaison with District consultants and various plan providers.
- Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
- Assists in the development and implementation of new and/or enhanced benefit plans and programs for the District; analyzes various benefits, conducting research and providing appropriate recommendations to facilitate changes and enhancements to benefits plans and programs.
- Answers questions and provides information and general assistance to employees, dependents, retirees, and providers regarding benefits and related human resources programs, plans, policies, procedures, rules, and regulations; communicates a variety of information using various methods including orally and in writing; assists employees regarding benefit programs.
- Coordinates annual open enrollment activities; schedules and conducts open enrollment and change meetings; oversees preparation and assembly of all materials; answers questions; organizes the collection of enrollment/change forms; processes enrollment forms.
- Provides staff assistance to the Human Resources Support Services Manager; conducts studies and research; collects, compiles, and analyzes statistical data;

Salary Grade: *74*
EEO Category: *Professional*
Represented Status: *Confidential*
Effective Date: *11/10/22*

completes and prepares various reports, surveys, and tables; prepares, maintains, and disseminates information and documents as appropriate and necessary.

- Drafts and recommends revisions, modifications, and additions to United Faculty Contract, Local 1 Contract, Management/Supervisory/Confidential Agreement and Contra Costa Community College District policies and procedures with regard to employee and retiree benefit programs; meets and provides information during negotiations with Local 1 and United Faculty collective bargaining team members regarding health benefit contract language.
- Assists in the coordination of various staff development functions and activities and conducts appropriate training.
- Serves as a trainer, mentor and lead to lower level, human resources staff.
- Travels to various locations within the District in the carrying out of functions.
- Interprets rules, regulations, laws, collective bargaining agreements and policies in carrying out duties and making recommendations to management.
- Maintains records and prepares reports concerning new or ongoing programs and program effectiveness; ensures benefit programs and plans are in compliance with federal and state regulations.
- Performs related duties as assigned.

Minimum Qualifications

Knowledge of:

- Operations, services, and activities of a comprehensive employee benefit program.
- The full range of employee benefit plans and programs including flexible benefits, workers' compensation, health plans, leaves of absence, employee assistance program and the various retirement systems.
- General principles of public administration and management.
- Principles and practices of benefit program development and implementation.
- Recent developments, current literature, and sources of information related to benefits administration and mathematical principles.
- Methods and techniques in conducting research and analyzing data; business letter writing and report preparation.
- Principles and procedures of record keeping.
- Modern office procedures, methods, and equipment including computers and applicable software applications.
- Statistical methods as applied to human resources activities.
- Pertinent District functions.
- Pertinent District, local, state and federal policies, rules, regulations and laws.

Salary Grade: *74*
EEO Category: *Professional*
Represented Status: *Confidential*
Effective Date: *11/10/22*

Page 2 of 3

Benefits Analyst

Skill/Ability to:

- Coordinate and direct the day-to-day operations and services of a comprehensive employee benefits administration program; coordinate open enrollment activities.
- Recommend and implement goals and objectives for effectively administering a comprehensive employee benefits program.
- Effectively explain various District insurance plans and programs to individuals and groups.
- Oversee and participate in the maintenance of accurate and complete employee records.
- Research, analyze, and evaluate new service delivery methods and techniques; speak confidently to a group of individuals.
- Prepare clear and concise correspondence and reports.
- Enter data at a speed necessary for successful job performance.
- Perform mathematical calculations.
- Operate and use modern office equipment including a computer and various software packages.
- Develop comprehensive plans from general instructions; complete multi-faceted projects, activities and/or functions with good attention to detail.
- Meet with the public and all levels of employees to discuss and resolve problems tactfully, courteously and effectively.
- Establish and maintain good working relationships.
- Properly interpret and make recommendations and decisions in accordance with laws, regulations, policies and collective bargaining agreements.
- Conduct organizational, procedural and statistical research studies and analyze and prepare comprehensive reports and recommendations.
- Lead, mentor and train lower-level staff; organize and implement various human resources related functions.
- Plan and prioritize work; analyze technical problems, evaluate alternatives and make sound recommendations and decisions.

Education/Experience

- Equivalent to completion of an associate's degree from an accredited college with major course work in human resources management, business administration, public administration, labor relations or a related field.
- Equivalent to at least four years of increasingly responsible professional level experience in human resources functions.
- A valid Class C California driver's license.

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