

JURUPA COMMUNITY SERVICES DISTRICT HUMAN RESOURCES ANALYST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under the supervision of the Human Resources Manager, performs a variety of routine to complex clerical, technical and administrative duties in support of the District's Human Resources Benefits, Training and Safety programs and services; and performs related work as assigned.

CLASS CHARACTERISTICS

Human Resources Analyst is a technical and administrative support class performing a variety of technical and administrative activities in support of a broad range of District Human Resources and benefits programs. Incumbent is expected to perform job assignments with limited supervision using knowledge of Human Resources practices and procedures learned through experience and training; District policies and procedures to be learned through training and on-the-job experience.

Human Resources Analyst is responsible for independently performing complex assignments requiring the application of independent judgment, knowledge of Human Resources principles, and knowledge of policies, regulations and benefit plan provisions required to administer various Human Resources and benefits programs.

ESSENTIAL FUNCTIONS

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the class.

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Administer the District's employee benefit plans, including health, dental, life, retirement, deferred compensation, COBRA benefits, the Family Medical Leave Act Program, and related projects/programs. Communicates and coordinates with insurance carriers, providers and/or third party administrators;

Organize and conduct employee benefits orientation, enrollments and briefing sessions on benefit plan changes. Assemble and distribute benefit plan descriptions, promotional materials and notices in compliance with federal and state requirements.

Research responses to compensation and benefits questions from employees and/or surveys from other organizations and prepares and conducts District surveys; compiles and generates reports on survey data.

Research, analyze and make recommendations on new, existing and proposed benefit programs; develop procedures to implement program changes; review contracts to ensure District needs and requirements are met.

Organize the open enrollment process; counsel's employees regarding employee benefit plan coverage, eligibility for benefits and claims procedures; processes, sets up and maintains employee benefit plan records; assists employees in filing service, disability and retirement applications; accepts employee retirement applications and ensures documentation to support application is complete.

Processes death and disability claims for payment to claimants and beneficiaries and administer retiree and former employee enrollments in health plans.

Prepare, verify and reconcile payments to the District's health and benefit providers; resolve billing errors and discrepancies with providers.

Provides new employees information on benefit plans and enrollment decisions required and processes new employee enrollments.

Handles the termination process providing terminated employees information on their rights to various benefits after they leave the District.

Administers the District's COBRA and Family Medical Leave Act Program to ensure compliance with federal and state notice and administrative requirements. Monitors long-term leaves of absences.

Verify, audit, and process the benefit program payables and pay in accordance with District policies and procedures and labor contract provisions; resolve billing errors and discrepancies with providers. Maintains benefit plan records and related files.

May periodically be assigned to meet with employees to provide information and general assistance regarding personnel policies, procedures, processes and related matters and benefits.

Prepare and maintain confidential employee health, medical, financial records, benefit reports, statistics, develops informational reports and statistics relative to Human Resource issues, benefits, the meet and confer process, policies and procedures; performs labor related research, conducts studies as assigned; drafts a variety of reports, memoranda and other materials.

Assists with development and implementation of training policies, procedures and coordinate training programs and presentations; prepare training materials and instructional aides such as handbooks, manuals, skills' exercises, visual aids and comply with regulatory requirements.

Perform a variety of general Human Resources support work.

QUALIFICATIONS GUIDELINESEducation and/or Experience:

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations would be possession of a high school diploma, or its equivalent with coursework in business administration, human resources, or a related field and six years of responsible experience in a Human Resources activity. A Bachelor's degree is highly desirable.

Knowledge and Skill Levels:

Basic practices and techniques of public personnel administration, basic Safety and Training principles and practices; basic benefits program administration; federal, state and local laws and regulations applicable to areas of assigned responsibilities; District administrative regulations, personnel policies and Memoranda of Understanding provisions; benefit program principles and practices, including claims processing, benefits reporting and insurance/benefit plan record keeping; applicable federal, state and local laws and regulations governing the administration of benefit plans; standard employee benefit plans, coverage and insurance recording keeping requirements; benefits analysis and administration; basic labor relations principles and practices, including contract administration; District rules, federal, state and District laws, regulations, rules and guidelines applicable to timekeeping, standard office practices and procedures; District personnel rules, policies and labor contract provisions; the types, election choices and employee costs for District benefit plans.

Ability to:

Operate a computer, 10-key and other standard office equipment; organize, set priorities and exercise sound independent judgment within established guidelines; interpret, apply, explain and reach sound decisions in accordance with District and department regulations, policies, procedures, benefit plan provisions and labor contract provisions; make calculations and tabulations and review fiscal and related documents accurately and rapidly; present training and educational and/or programs to various size groups; organize and administer group meetings; understand and follow written and oral instructions; communicate effectively orally and in writing; prepare clean, concise and accurate reports, correspondence and other written materials; exercise tact and diplomacy in dealing with sensitive, varied and confidential personnel issues and employee situations; organize and maintain specialized files; establish and maintain effective working relationships with those encountered in the course of the work.

Physical Requirements:

Employees must meet the following requirements, which are necessary to successfully perform the essential functions of this class:

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Communicate orally and by telephone with management, co-workers, and the public in face-to-face, one-to-one, and group settings; interact with staff who may be dissatisfied or upset; use office equipment such as computer terminals, copiers, 10-key and FAX

machines; sit for extended periods of time; have hearing and vision within normal ranges.

Special Requirements:

Possession of a Class C California driver's license and a satisfactory driving record.

FLSA – NON - EXEMPT

Range 118

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