



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Human Resources Analyst	LAST UPDATED:	January 18, 2016
DEPARTMENT:	Human Resources	JOB CLASS:	
REPORTS TO:	Benefits Manager	FLSA DESIGNATION:	Exempt

Summary: Under general supervision of the Benefits Manager, provides daily support, communication, promotion and administration of health, disability, retirement, workers' compensation and leave benefits; ensures compliance with regulatory guidelines; and performs Human Resources projects related to the coordination, development, and implementation of policies and procedures for employee benefits, Patient Protection and Affordable Care Act (PPACA), Consolidated Omnibus Budget Reconciliation Act (COBRA), workers' compensation, disability, Family and Medical Leave Act (FMLA), Americans with Disabilities Act (ADA) and training programs.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Serves as first point of contact regarding health, retirement, leave and workers' compensation policies and processes for all employees, responding to and resolving inquiries, troubleshooting and escalating issues to appropriate level as needed.
- Communicates all benefit plans to new hires in regularly scheduled orientation, including supporting online enrollment process.
- Audits, reviews, prepares, analyzes and reports on data received from vendors regarding billing, claims, ongoing issues, etc.
- Partners with Benefits Manager in annual enrollment process, including set up of benefit plans in HRIS for online enrollment; test, audit and maintain vendor data files; communication development, including enrollment guide and PowerPoint presentation.
- Partners with Benefits Manager on all federal and state compliance, filings, reports and audits related to administration of employee benefit programs.
- Manages workers' compensation claims, including submission of required information and forms, monitor modified duty program, and monitor claims status until closed.
- Performs data entry into Munis benefits application and maintains strong knowledge of HRIS system relationships between HR, payroll and benefits processes.
- Identifies trends and develop policies and practices to reduce incidents of work related injuries.
- Ensures compliance with Federal, State and City rules, regulations, policies and procedures applicable to health, retirement, leave, disability and workers' compensation benefits.

Other Important Duties:

- Provides employment information to applicants and responds to inquiries related to employment opportunities with the City.
- Travels to attend meetings, conferences and training.
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of employee benefits program applications, methods and techniques.

- Knowledge of Federal, State and City rules, regulations, guidelines, policies and procedures related to PPACA, HIPAA, FMLA, ADA, workers' compensation, and related employment legislation.
- Knowledge of customer service and public relations practices and methods.
- Knowledge of research, analysis, development, implementation and enforcement of all personnel functions, practices and procedures.
- Knowledge of computers and related equipment, hardware and software for utilization of Human Resources Information Systems to track and implement employee payroll, leave, benefits, training and overtime.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications, including training and presentations.
- Skill in conducting investigations, mediating and negotiating differences and developing consistent enforcement of Human Resources laws, rules, regulations, practices and procedures related to ADA, FMLA, employee benefits, and reasonable accommodations.
- Skill in resolving employee and customer complaints and concerns.
- Ability to determine and monitor deadlines as well as report status updates as needed.

Preferred Education, Experience, and Certifications:

- Bachelor's Degree in Human Resources Management or related field, **and** three (3) years of Human Resources, Benefits, Insurance, Workers' Compensation or Occupational Safety experience; **or** equivalent combination of education and experience.
- CEBS, PHR, SPHR or similar certification preferred
- Must pass pre-employment drug screen, criminal background and MVR
- Must possess State of Texas Driver's License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to extended periods of standing or sitting when presenting information.
- May be subject to bending, reaching, kneeling and lifting such as when retrieving files, records and reports and setting up audio visual equipment.
- May be exposed to hostile or angry employees and customers.

Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, telephone and department vehicle.

Approved By:

Signed by Becky Cook, Benefits Manager

Becky Cook, Benefits Manager

06/04/2015

Date



Shannon K. Allyn, HR Generalist

06/04/2015

Date