



**Orange County Department of Education  
Human Resources Department  
Classified Management Class Specification**

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**Human Resources Analyst - Benefits**

**Class Code: 1514**

**Work Days: 225**

**GENERAL PURPOSE**

Design, plan, and implement employee health benefit program; coordinate and oversee wellness program activities; and provide assistance to higher level management staff.

**SUPERVISION RECEIVED AND EXERCISED**

1. Receives direction from higher level management staff.
2. May exercise direct supervision over technical and clerical staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Recommend and assist in the implementation of goals, objectives, and strategic plan; establish schedules and methods for providing specialized services; implement policies and procedures.
  2. Design, plan, and implement employee health benefits program; oversee the enrollment/change of employee status and coverage and COBRA notification.
  3. Review carrier's invoices for accuracy; work with broker and carriers in obtaining renewal rates; resolve various problems as required.
  4. Serve as a liaison with health benefits broker and other contracted providers; facilitate approval of vendor contracts with OCDE contracts unit.
  5. Develop, manage, and monitor project implementation timelines and schedule changes.
  6. Answer questions and provide information to management and staff regarding health benefits and wellness programs.
  7. Coordinate and facilitate Health Benefits Review Committee and wellness activities.
  8. Provide staff assistance to higher level management staff on a variety of projects: research issues; compile and analyze data; develop reports; make recommendations on policies and procedures; respond to requests for information on projects.
  9. Advise supervisors and staff regarding various Human Resources policies and procedures.
  10. Assist and provide support in the coordination of employee leaves; plan and facilitate meetings and ensure compliance with federal, state, and OCDE leave entitlements.
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### **ESSENTIAL DUTIES AND RESPONSIBILITIES (cont.)**

11. Provide assistance related to bargaining unit negotiations including research; data collection, analysis and review; and report development.
12. Oversee the work of support staff assigned to assist with benefits administration.
13. Provide general guidance on a variety of Human Resources related issues to OCDE staff.
14. Maintain records pertaining to programs and activities; compile reports and statistical information.
15. Stay abreast of new trends and innovations in the field of Human Resources.
16. Demonstrate attendance sufficient to complete the duties of the position as required.
17. Perform related duties similar to the above in scope and function as required.

### **QUALIFICATIONS (KNOWLEDGE, SKILL, ABILITY REQUIREMENTS)**

#### **Knowledge of:**

1. Current needs, policies, initiatives, and trends in public education.
2. Current methods to support employee benefits administration.
3. Services, activities, and operations of a successful Human Resources department.
4. Procedures, methods, and techniques of project and workflow management and organization.
5. Pertinent federal, state, and local laws, education and health codes, regulations, and standards/principles.

#### **Ability and Skill to:**

1. Interpret the organizational and division strategic plan and create relevant goals and plans for assigned areas.
2. Effectively adapt and adjust program services to meet changing priorities and customer-specific needs.
3. Establish and maintain effective working relationships with various constituencies.
4. Interpret and explain laws, codes, contracts, policies, and procedures.
5. Develop and present training materials.
6. Prepare clear and concise correspondence, reports, and other written materials.
7. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
8. Communicate clearly and concisely, both orally and in writing, in English; present information effectively in front of both large and small groups.

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### **Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills, and abilities outlined above is a Bachelor's degree from an accredited college or university with major course work in business administration, public administration, or related field, and four years of increasingly responsible experience in the administration of benefits plans.

### **PHYSICAL AND MENTAL DEMANDS**

*The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

#### **Physical Demands**

While performing the duties of this job, employees are regularly required to bend, stoop, push, pull, grasp, squat, twist, kneel, walk, sit, and reach to access materials or equipment and complete other tasks as assigned; lift and carry up to 25 pounds; and lift from ground, waist, chest, shoulder, and above shoulder level. The position may include occasional need to traverse uneven surfaces.

Employees in this classification are to be able to travel countywide to a variety of sites within a reasonable time frame; read written and electronic materials; communicate clearly in person, on the phone, and via email; and operate all required equipment.

#### **Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks with frequent interruptions; work under intensive deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employee typically works in an office environment that is variably paced with moderate to high pressure.

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