



Board of Education of the City of St. Louis  
CAREER OPPORTUNITY

<b>Position Title:</b>	Benefits Analyst
<b>Payroll/Personnel Type:</b>	12 Month
<b>Job #:</b>	8989
<b>Reports to:</b>	Benefits Specialist
<b>Shift Length:</b>	8 Hour Day
<b>Union Eligibility:</b>	Not Eligible

**Position Summary:**

As Benefits Analyst, candidate will be responsible for assisting with the administration of the District's health and welfare employee benefit programs, assuring compliance with all applicable state and federal regulations, and serves as a liaison with service providers. Key responsibilities include but are not limited to explaining benefits to employees, assisting in the business development and planning processes with service providers, and interpreting, explaining, and analyzing reports. Candidates must also be able to present and provide benefit plan interpretation, guidance, and counsel to employees.

**Essential Functions:**

- Assists with day-to-day administration of our employee benefits program
- Provide guidance and counsel to employees on the requirements and provisions on benefit programs and assist with the resolution of potential problems.
- Coordinates the design and communication of annual benefit enrollment materials and other benefit material
- Work closely with plan administrators and carriers to resolve employee issues and benefit appeals submitted by Benefit Focus
- Assists with benefit plan renewals, contract negotiations, RFP/RFI proposal, plan interpretation for the districts' future plan year
- Assist with communication of annual benefit process and material for employee orientation and wellness programs
- Develops, conducts and participates in a variety of presentations and activities to inform and educate employees about changes to benefit plans, legislated requirements and programs
- Assists in the documentation of the benefit process
- Assists for uploading TPA and other vendor reports/invoices from vendor secured websites and downloading information to the District's shared drive
- Upload SLPS payroll back feed file and FSA files from the secured website
- Create/process batches in SAP system to ensure appropriate benefit elections/changes are processed prior to end of each payroll
- Responsible for the data necessary to complete employee mailings, vendor billings, data collection and updating numerous reports.
- Assures processes and procedures are in place to capture and maintain consistent and accurate benefit related data
- Assist with auditing, reporting and employee payroll benefit deductions
- Present benefits program to new employees
- Assisting with the coordination and implementation of annual open enrollment
- Have knowledge of best practices, benchmarking survey and cost-saving wellness practices
- Performs other duties as assigned



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**Knowledge, Skills, and Abilities:**

- Working knowledge of plan design
- Comprehensive knowledge and understanding of pertinent federal and state regulations including, COBRA, HIPAA and section 125
- Excellent written and verbal skills
- Ability to manage multiple task under deadlines
- Proficient with Microsoft Office Products
- Ability to organizational skills physical and e-files
- Must be a problem-solver
- Must remain open to change and new information and ideas and adapt to the same
- Must encourage and foster cooperation and teamwork

**Experience:**

- Two-Three years related experience

**Education:**

- Bachelor's Degree in Human Resources or related field (required)

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light work usually requires walking or standing to a significant degree

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk
- Some independent travel may be required

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position Additional duties are performed by the individuals currently holding this position and additional duties may be assigned**

**Review/Approvals:**



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\_\_\_\_\_  
Employee Date

Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***