

Job Description

Position Title: Analyst 2, Benefits

Job Group: Human Resources

Job Level Group: Professional Intermediate

FLSA Status: Exempt

Position Summary:

The Analyst 2, Benefits provides medical leave case management for Family & Medical Leave Act (FMLA), Short Term Disability, Long Term Disability, Parental Leave, Medical Leave, and Donated Leave. Oversees Affordable Care Act (ACA) compliance, tracking, and eligibility. Communicates with employees regarding all aspects of benefits.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Serves as PCC's primary contact and subject matter expert for benefits, medical leave, and retirement. Assists in determining employee eligibility in all aspects of allowed benefits. Conducts confidential discussions regarding medical plan coverage eligibility.
2. Provides onboarding presentation of benefits to Faculty Learning Academy, new hires, and administrators as requested. Conducts trainings concerning Open Enrollment and new-hire enrollment processes; conducts compliance training for supervisors and administrators.
3. Navigates issues regarding leave, return to work and job limitations. Coordinates confidential information with employee, physician and College administration explaining complexities of the Family and Medical Leave Act (FMLA) and Health Insurance Portability and Accountability Act (HIPAA) laws.
4. Evaluates processes regarding Affordable Care Act (ACA) eligible employees; develops and edits content on Intranet Benefits and Education Service Center (ESC) pages. Reviews processes for medical-related leaves, retirement and return-to-work. Serves as point of contact for family and beneficiaries regarding benefits, pay, and resources.
5. Oversees compliance and administration of medical plan eligibility for all full- time and part-time employees according to the Federal Patient Protection and ACA Employer Mandate.
6. Discusses benefit plan eligibility, plan design, enrollment and length of coverage with employee. Monitors all employees for eligibility within Federal rules.
7. Collaborates with Payroll, Human Resources and Employment Processing teams regarding employee leave eligibility, and transition of employee status from active to on-leave and return to active work.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of human resources principles and practices
3. Knowledge and application of organizational and time management principles
4. Skill in effective communication (both written and oral)
5. Skill in organization, coordination and management
6. Skill in problem solving
7. Ability to adapt and maintain professional composure in emergent and crisis situations
8. Ability to apply effective and accurate data entry and typing skills
9. Ability to develop and maintain effective and positive working relationships

Supervision:

- Not responsible for supervising the work of others.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in Human Resources or a closely related field of study required.
- One (1) to Three (3) years of related Human Resources experience required.
- Three (3) to Five (5) years of related experience preferred.

OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- DMV Check/Current and Valid AZ Driver's License.
- Pre-employment Background Check Required