



## SENIOR BENEFITS ANALYST

JC: 000218  
PB: N05  
FLSA: Exempt

BU: 91 (NR)  
Created: October 1987  
Revised: September 2023

*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 supervision, administers employee benefits, including health, welfare and wellness programs for active employees and retirees; facilitates retirement process through education; serves as a technical subject matter expert for the benefits administration module within Oracle PeopleSoft system; provides assistance in the interpretation and administration of benefits policies and procedures; provides leadership and guidance to employees within the Benefits division of the Human Resources Department; provides responsible staff assistance to the Manager of HRIS & Benefits; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This is the advanced journey level class in the Benefits Analyst series. This classification possesses a specialized, technical or functional expertise within the area of assignment or may exercise lead supervision over assigned lower level staff. At this level, incumbents are assigned significant responsibilities above the journey level and often exercise independent judgment in the performance of all duties. Positions in this classification are flexibly staffed and can be filled by advancement from the journey level, or when filled competitively, by incumbents with prior full journey level experience. This classification is distinguished from other senior analysts within Human Resources by its focus on the administration of benefits and facilitation of the retirement process.

### **REPORTS TO**

Manager of Benefits or designee.

### **EXAMPLES OF DUTIES** – *Duties may include, but are not limited to, the following:*

1. Administers health, welfare and wellness benefits programs for all actives and retirees of the District.
2. Facilitates the retirement process; conducts exit interviews, processes death claims and administers survivor benefits.
3. Provides guidance to technicians and responds to more difficult benefits issues and questions.
4. Coordinates the annual benefits open enrollment; supervises the system setup ensuring that the correct plans and rates are inputted into the system. Assigns staff to develop the open enrollment

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and benefits communications to be distributed to all employees; coordinates annual renewals of benefit rates.

5. Works with Manager of Benefits and wellness sponsor to develop annual wellness initiative programs; prepares retirement workshops and develops training and presentation materials.
6. Develops and updates queries for various departments; runs data reports for internal departments.
7. Manages projects for multiple benefits systems; liaisons between IT and Benefits staff. Works with vendors to test, troubleshoot and upgrade systems.
8. Prepares monthly budget and handles pre-tax deferrals.
9. Performs the more complex and difficult work of responsible for providing personnel services in the area of benefits; evaluates methods, procedures and services; researches new methods and techniques to enhance program services.
10. Provides assistance in the interpretation of personnel services program policies, procedures and regulations to management; evaluates and recommends changes; implements changes and modifications as appropriate.
11. Develops and conducts compensation and benefit surveys; determines scope of survey; collects and analyzes data; makes written recommendations on results.
12. Assigns, reviews and evaluates the work of assigned staff.
13. Trains assigned employees in their areas of work including specific methods, procedures and techniques for assigned personnel services in area of responsibility.
14. Prepares reports, presentations and documentation; maintains accurate records and files.
15. Stays abreast of new trends, legislation and innovations in the field of human resources.

## **QUALIFICATIONS**

### **Knowledge of:**

- Benefits administration and plan designs.
- Retirement and benefit plans and rules.
- Operations, services and activities of personnel services programs in assigned area of recruitment, selection, classification, compensation, benefits, or worker's compensation program administration.
- Principles and practices of personnel services management.
- Principles and practices of benefits program administration.
- Principles and practices of classification and compensation program administration.
- Methods and techniques of research and data collection and analysis.
- Methods and techniques of designing and conducting applicant testing and assessment programs.
- Principles of supervision and training.

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- Principles and practices of labor relations and collective bargaining.
- Principles of advanced report writing.
- Advanced methods and techniques of implementing personnel services in assigned program areas.
- Related Federal, State and local codes, laws and regulations.

### **Skill in:**

- Performing advanced level duties in assigned area, including recruitment and selection, job evaluation, classification, and compensation, benefits, or worker's compensation program administration.
- Planning, organizing, assigning and reviewing the work of assigned staff.
- Interpreting, explaining and enforcing department policies and procedures.
- Analyzing complex problems, identifying alternative solutions, making recommendations.
- Operating office equipment including computers and supporting word processing and spreadsheet applications.
- Conducting compensation and benefits surveys and analyzing data.
- Performing classification job evaluation duties.
- Preparing clear and concise reports and documentation.
- Working independently in the absence of supervision.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Troubleshooting and problem resolution.
- Organizing tracking information.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

Possession of a Bachelor's Degree in Business Administration, Human Resources, or a closely related field from an accredited college or university.

#### **Experience:**

The equivalent of three (3) years of full-time professional benefits administration experience.

#### **Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens.

#### **Physical Conditions:**

May require maintaining physical condition necessary for sitting for prolonged periods of time.

**BART EEO-1 Job Group:** 3500 – Professionals  
**Census Code:** 0630 – Human Resources Workers  
**Safety Sensitive:** No

