

EMPLOYEE NAME: _____

Created: 6/15; Revised: 9/15; 4/18; 2/19; 8/19;5/24

JOB DESCRIPTION

POSITION TITLE: Human Resources, Data Analyst I	JOB CODE: 473M
DIVISION: Human Resources	SALARY SCHEDULE: Technology Services
DEPARTMENT: Support Services	WORK DAYS: Annual Administrative
REPORTS TO: Assistant Director, Support Services (Benefits & Leaves)	PAY GRADE: Rank N (NT14)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Responsible for all processes related to Voluntary Local Benefit Plans; including reconciliation to payroll, benefits broker and carriers, file imports, open enrollment, benefits website content, and customer service.	
REVISION DATE(S): 5/24	

REQUIREMENTS:

1.	Educational Level: Associate Degree in Human Resources, Education, Technology or other related field; (2 years similar work level experience = 1 year of college). A combination of experience and education may be used to meet the Degree requirement; however, the work experience years used to qualify for the Degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: None
3.	Experience: 3 years of HR, Education or professional/office experience with demonstrated exceptional customer service, problem resolution, proficient MS Office/technology and analytical skills
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication; MS Office proficiency, specifically with Excel; detail and deadline oriented; proven problem solving & analytical skills, positive attitude and exceptional level of professionalism

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Works on cross-departmental projects with Human Resources at the direction of the Assistant Director, Support Services.
3.	Files life claims and short-term disability claims.
4.	Performs audits on benefits related data; determines and researches inaccuracies; coordinates/recommends correcting entries with appropriate staff.
5.	Validates open enrollment data; performs system testing; provides recommendations to improve employee experience.
6.	Manages Medical Support Notices pertaining to State Health Benefit Plan (SHBP) dependent coverage and HIPPA/CHIPRA forms.
7.	Acts as a backup to reconciliation of SHBP accounts and Data Analyst II job responsibilities.
8.	Assists training Benefit Representatives with leave requests, terms, and new hires.
9.	Assists with managing Benefit and Leave email accounts.
10.	Assists in creating productive processes and recommends improvements.
11.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____