

### JOB DESCRIPTION

<b>POSITION TITLE:</b> Human Resources, Data Analyst II	<b>JOB CODE:</b> 473 E
<b>DIVISION:</b> Human Resources	<b>SALARY SCHEDULE:</b> Professional Supervisory
<b>DEPARTMENT:</b> Support Services	<b>WORK DAYS:</b> Annual Administrative
<b>REPORTS TO:</b> Assistant Director, Support Services ( Benefits & Leaves)	<b>PAY GRADE:</b> Rank E (NK05)
<b>FLSA:</b> Exempt	<b>PAY FREQUENCY:</b> Monthly
<b>PRIMARY FUNCTION:</b> 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.	
<b>REVISION DATE(S):</b> 5/24	

#### REQUIREMENTS:

1.	Educational Level: Bachelor’s 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: 5 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.	Pays local benefit carrier bills; reconciles benefit elections to payroll, benefits broker and carrier; communicates any adjustments.
3.	Imports benefit elections into system of record; validates coverage data and start/end dates; applies appropriate arrears as needed; imports Annual Open Enrollment files for SHBP and local benefits.
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.	Assists employees with benefit election experience, including benefit website content and navigation.
7.	Assists with working Personnel Actions (PA’s) on system dashboard.
8.	Acts as a backup for filing life claims and short term disability claims.
9.	Acts as a proxy for the Assistant Director of Benefits & Leaves, as needed in their absence.
10.	Administers and communicates Flexible Spending Account questions in accordance with the Federal and State Law and local guidelines; assists with payroll deductions for Employee Flexible Spending Accounts; requests manual checks when necessary.
11.	Processes wire transfers for payroll deductions to Flex Spending/Child& Elderly Dependent Care; researches payroll discrepancy issues, reports the end date of coverage.
12.	Assists in creating productive processes and recommends improvements.
13.	Performs other duties as assigned by the appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_