

**FIRE DEPARTMENT
SANTA CLARA COUNTY**

BENEFITS/PAYROLL ANALYST

DEFINITION

Under the direction of the Director of Business Services or their designee, the Benefits/Payroll Analyst coordinates and performs difficult and responsible professional level duties associated with payroll processing and benefits administration and undertakes a variety of analytical studies and projects in support of management functions, practices and services.

The incumbent is expected to independently perform the full scope of analysis and research on current and new program activities, and act as supervisor to support staff. Assignment at this level requires considerable judgment and discretion as recommendations and commitments made at this level have considerable weight, and personal contacts involve negotiating, advising, and gaining acceptance of one's own ideas by others.

This classification is a Fair Labor Standards Act exempt, confidential, unrepresented position in the Classified Service.

EXAMPLES OF DUTIES

Depending on the assignment, duties may include, but are not limited to, the following:

- Administer and manage the Department's employee and retiree benefits and insurance programs including but not limited to CalPERS retirement and deferred compensation plans; medical, dental, and vision plans; term life insurance plans; flexible spending accounts; temporary disability programs; and accidental death policies. This includes monitoring compliance with CalPERS rules, regulations and procedures for payroll reporting and CalPERS activity reconciliations.
- Administer and maintain in collaboration with Personnel Services the fiscal and benefits function of the Department's sick leave, vacation and other leave accrual benefits; and in the collection and maintenance of all personnel records and files including comprehensive individual employee records, rosters, and files.
- Research, analyze, interpret, and explain employee benefits provisions of laws, rules, policies and agreements in consultation with the Deputy Director of Business Services and/or the Director of Business Services to County Fire management, employees, employee organizations, and the public.
- Evaluate and compare current Department benefits with those of other public agencies by analyzing other plans, sources of information, and surveys. Plan and conduct surveys; analyze results of surveys, and develop recommendation for review by management.
- Coordinate the planning and operation of annual open enrollment communication and activities.

EXAMPLES OF DUTIES (continued)

- Actively supervise, lead, direct, support, train and review work of staff performing payroll and benefit duties.
- Supervise maintenance of employee records, enrollment, application, and claims records for all benefit plans.
- Participate in the annual financial audit by external auditors or audits in areas related to payroll and benefits.
- Manage or prepare benefit documentation such as original and amended plan texts, benefit agreements and insurance policies.
- Revise and issue communication materials related to payroll and benefits.
- Assure the Department is in compliance with provisions of state and federal law. Prepare reports and applications required by law to be filed with state and federal agencies such as Internal Revenue Service, Department of Labor, CalPERS, insurance commissioners, and other regulatory agencies. Review and analyze changes to state and federal laws pertaining to benefits, and report necessary suggested changes to management.
- Assure that existing and new benefit programs are adaptable to standardized computer and reporting systems including testing. Develop benefit information and statistical and census data for actuaries, insurance carriers, and management.
- Advise and counsel management and employees on current payroll and benefits.
- Develop specifications for new plans or modify existing plans to maintain the Department's competitive position in the labor market.
- Handle payroll and benefit inquiries and complaints to ensure quick, equitable, and courteous resolution.
- Provide support, assist and guide staff in difficult situations, including contact with distressed employees or retirees.
- Maintain contact with insurance broker, consultant and companies, employees, and beneficiaries to facilitate proper and complete utilization of benefits for all employees.
- In collaboration with the insurance broker, solicit insurance companies for quotations. Evaluate quotations and make recommendation to management. Develop cost information for new plans and make recommendations concerning sharing of cost between Department and employees in represented and non-represented units.
- Make appropriate recommendations following department policies, rules and regulations and state and federal laws and guidelines.
- Conduct analytical studies and surveys related to the assignment.
- Gather, analyze and prepare information and does complex staff work including proposing recommendations on administrative, fiscal, organizational, personnel and other related management problems.

EXAMPLES OF DUTIES (continued)

- Plan, develop, coordinate, and present training sessions related to the assignment.
- Interview and consult with departmental officials and employees, representatives from other organizations and the general public to give secure information.
- Prepare and present statistical data and makes recommendations in written, graphic and oral form.
- May make verbal presentations to management, boards, commissions and the public.
- Act as departmental resource on any questions in the area studied.
- May conduct studies requiring inter-departmental coordination.
- May represent the Department in labor and management issues; may conduct preparatory research on contract and bargaining matters for labor negotiations, including prevailing wages, benefits and working conditions, and analyzing labor proposals.
- Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience: A bachelor's degree from an accredited college or university in business administration, human resources management, or public administration; or a degree in an approved related field (such as social science or psychology) with a minimum of 12 semester units (18 quarter units) of coursework in human resources management, HRIS, payroll/accounting, public administration;

AND

Two (2) years of professional work experience in payroll processing, HRIS, benefits administration, management of medical and retirement plans, or work with a benefits broker.

Additional professional work experience in a full-time position performing benefits administration, HRIS, payroll processing, managing medical and retirement plans or work with a benefits broker may be substituted for the minimum 12 semester units in human resources management, HRIS, payroll/accounting, public administration on the basis of one year of experience for four semester units.

Knowledge Of:

- Benefits administration and management.
- Payroll functions and procedures.
- Employee and retiree benefits and insurance programs including but not limited to CalPERS retirement and deferred compensation plans; medical, dental, and vision plans; term life insurance plans; flexible spending accounts; temporary disability programs; and accidental death policies.

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Knowledge Of: (continued)

- Principles, practices, and trends of public and business administration, organization, and operation.
- Basic governmental functions and organizations.
- Pertinent local, state and federal laws, rules, and regulations.
- Principles and practices of government and government programs in assigned area of responsibility.
- Research methods and statistical analysis.
- Budgeting procedures and techniques.
- Methods and techniques of record keeping and report preparation and writing; proper English, spelling, and grammar.
- Communications techniques required for gathering, evaluating and transmitting information.
- Office methods, procedures, software and equipment.
- Basic to complex mathematics.

Ability To:

- Independently develop, coordinate, and effectively manage systems, programs, projects, and procedures.
- Analyze, interpret, explain and accurately apply applicable laws, codes, and regulations.
- Accumulate and analyze data and prepare comprehensive reports.
- Analyze complex issues and develop and implement appropriate responses; make recommendations regarding best course of actions; analyze facts and conflicting data and reach sound, logical conclusions.
- Coordinate and effectively facilitate employee events and activities.
- Gather, interpret, analyze, evaluate and present a variety of management analysis data.
- Prepare written and oral reports.
- Make presentations to large audiences.
- Complete multi-faceted projects with attention to detail.
- Persuade, justify, and project consequences of decisions and/or recommendations.
- Plan, coordinate and initiate action necessary to implement recommendations.
- Interact with personnel at all organizational levels and function in stressful situations.

Ability To: (continued)

- Establish and maintain tactful and constructive relationships with Department employees, management, outside vendors, those contacted through the course of work.
- Initiate, plan and complete work assignments with a minimum amount of supervision.
- Exercise initiative, ingenuity and sound judgment in solving problems and developing effective solutions.
- Follow written and oral directions.
- Communicate effectively, both orally and in writing.
- Demonstrate sound judgment and provide unbiased advice in formulating recommendations.
- Supervise, lead, train and/or evaluate assigned staff and their work.
- Work irregular or protracted hours, including evenings and weekends necessary to meet deadlines and achieve objectives.

Working Conditions/Physical Demands:

Work is performed in an office environment; regular contact with staff and the public. The position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, stooping, grasping, and repetitive hand movement and fine coordination in using a keyboard. Additionally, the position requires near and far vision in reading written reports and work-related documents. Acute hearing is required. The incumbent must be able to lift, push, and pull files, paper, and documents weighing up to 25 pounds.

Required Licenses or Certificates: Possession and continued maintenance of a valid class C California driver's license and a safe driving record may be required or the ability to provide alternative transportation, as approved by the appointing authority.

Pre-Employment Requirements: The candidate will be required to complete and pass a Live Scan fingerprint, background check and medical examination.