



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

PRINCIPAL BENEFITS ANALYST

Group-Section: Human Resources	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 56 Job Code #: YC44
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JOB SUMMARY

This is the specialized advanced journey level performing Principal Benefits Analyst job duties.

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical experts in the development and interpretation of guidelines for leave administration, health administration, and 401(k)/retirement. The work includes varied duties requiring many different and unrelated processes and methods applied to a broad range of activities or substantial depth of analysis. Decisions regarding what needs to be done include major areas of uncertainty in approach, methodology, or interpretation and evaluation processes resulting from such elements as continuing changes in program, technological developments, unknown phenomena, or conflicting requirements. The work requires originating new techniques, establishing criteria, or developing new information. The work involves isolating and defining unknown conditions, resolving critical problems, or developing new theories. The work product or service may affect activities, or the operation of other organizations.

This classification is an alternative to the management track for advancement, and is consistent with the concept of a dual career path. This classification includes two categories: 1) A Technical Expert within a defined area of specialty; or 2) A Project Manager for projects involving the highest level of technical complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District standards.

Technical Expert: Acts as a technical expert for a major functional area or specialized field. May represent Metropolitan as expert in a technical field or functional discipline; develop comprehensive technical strategies and policy recommendations for Metropolitan within their area of expertise; and provide final approval of work within their technical expertise or functional specialty. Positions within this career path are the highest-level technical experts.

Project Manager: Acts as a lead and is responsible for project management of projects involving the highest level of technical complexity, political sensitivity, numerous contacts with high-level managers and officials both inside and outside of Metropolitan, are of high visibility to Metropolitan in the area of its core business or strategic initiatives, and negotiates policy aspects of programs or agreements with outside entities. Employees, generally have broad authority within established parameters to make major project decisions.

OVERSIGHT

Supervision Received: Receives direction from the Team, Unit, Section, or Group Manager.

Supervision Given: Acts as a lead. Coordinates and reviews work assignments of employees performing the same general work as the lead on a day-to-day basis. Responsibilities may involve solving problems and providing instructions on work procedures.

JOB DUTIES

1. May lead benefit administration activities and programs.
2. Assists management in developing and implementing new operational procedures to accommodate legislative changes; develops and monitors operational procedures to enhance workflow and program effectiveness.
3. Makes presentations regarding benefit programs. May represent management in meetings to discuss changes in legislation.
4. Contacts employees, employee's representatives, managers, providers, other government agencies and various private entities to furnish and/or obtain information.
5. Coordinates the daily administrative activities of employee benefit programs; identifies and evaluates issues and makes recommendations regarding plan design and/or administrative changes in accordance with goals and objectives for benefit programs.
6. Interprets reports to track utilization, health trends, and compliance. Receives, reviews and researches complex and /or disputed claims from participants; may make recommendations for modifications to claims processing policies and procedures, problem resolution, and plan enhancements.
7. Compiles reports, completes census, surveys and studies; presents recommendations on enhancement of or changes to benefit plans and/or programs.
8. Reviews benefit plans to ensure compliance with federal and state regulations, plan documents and collective bargaining agreements, and reviews current and pending legislation to determine its applicability to employee benefits program.
9. Acts as a liaison between vendors, providers, and insurance carriers on contract related issues; assists in developing and evaluating request for proposals, contracts and service agreements.
10. Develops communication and marketing strategies for all benefit plans including the coordination and design of workshops and seminars.
11. Performs other related job duties as required.

EMPLOYMENT STANDARDS

MINIMUM QUALIFICATIONS

Education and Experience:

Bachelor's degree from an accredited college or university in a related field, and eight years of relevant experience; or four years as a MWD Senior Benefits Analyst (effective through June 2015).

Required Knowledge of: Principles, practices and techniques of employee benefit analysis and administration; federal, state, and local laws; regulations applicable to the administration of employee benefit programs and practices; research methods and data analysis techniques; principles and practices of effective business communication; principles of business letter writing and report preparation; methods and equipment including multi-line phones, copiers, facsimile machines, and computers.

Required Skills and Abilities to: Lead, direct, organize, and review the work of staff; implement and utilize data gathering and reporting procedures; gather relevant data, analyze problems, evaluate alternatives, and make appropriate decisions and recommendations; develop, understand, interpret, explain, and apply benefits and human resource rules, regulations, policies and procedures, and applicable local, state, and federal laws; exercise independent judgment and initiative within established guidelines; present recommendations clearly and logically; communicate clearly and concisely both verbally and in writing; establish and maintain effective working relationships with those contacted in the course of work; and operate office equipment including computers and supporting applications.

CERTIFICATES, LICENSES and REGISTRATIONS REQUIREMENTS

- Valid California Class C Driver License that allows you to drive in the course of your employment.

DESIRABLE QUALIFICATIONS

- Certified Employee Benefits Specialist
- Certified Financial Planner
- Professional Human Resources Certification

PHYSICAL DEMANDS/WORK ENVIRONMENT/VISION REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met or may be encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be some walking; standing; bending; carrying of light items such as paper, books, or small parts; driving an automobile, etc. No special physical demands are required to perform the work.

Work Environment: The work environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, and residences or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals, etc. The work area is adequately lighted, heated, and ventilated.

Vision Requirements: No special vision requirements.

This classification performs work that requires maintaining confidentiality and is routinely privy to matters that either involves confidential information, sensitive personnel issues, or exposure to confidential and sensitive strategic corporate information.