



THE METROPOLITAN WATER DISTRICT
OF SOUTHERN CALIFORNIA

SENIOR BENEFITS ANALYST

Group-Section: Human Resources	FLSA Status: Exempt Bargaining Unit: ACE	Salary Grade: 49 Job Code #: YC43
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JOB SUMMARY

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

DISTINGUISHING CHARACTERISTICS

Positions at this level are recognized as technical specialist in the support of the development. Implementation and maintenance of Metropolitan's benefit programs using initiative and resourcefulness in deviating from traditional methods or researching trends and patterns to develop new methods, criteria, or proposed new policies. Decisions regarding what needs to be done include interpreting data, planning of the work, or refining the methods and techniques to be used. The work involves established criteria; formulating projects; assessing program effectiveness; or analyzing variety of unusual conditions, problems, or questions. 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 Specialist within a defined area of specialty or 2) A Project Manager for projects of large or above average complexity. This individual ensures that the level of service and support provided meets the Metropolitan Water District standards.

Technical Specialist: Acts as a lead and provides technical expertise for a major functional area or a specialized field for projects that are complex or multiple smaller projects. They are recognized as technical specialists in their field or discipline who would provide technical advice and policy recommendations to project teams and Program Managers.

Project Manager: Acts as a lead and is responsible for project management for projects of large or above average complexity, involving negotiation of agreements or discussions of technical issues with peer and senior-level contacts outside of the District and are of moderate to high visibility and sensitivity to Metropolitan in the area of its core business initiatives. They are responsible for identification of major project decisions and policy recommendations to be brought to management's attention.

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 or perform benefit administration activities including open enrollment, new hire orientation, workshops and seminars, leave and disability management, deferred compensation, or retirement counseling. Reviews current and pending legislation, plan documents, and collective bargaining agreements to determine its applicability to area of technical specialty.

2. Assists in the implementation of goals, objectives, policies and procedures; establishes schedules and methods for providing benefit programs.
3. Responds to inquiries for benefit programs including enrollment options, health and voluntary insurance, leave, deferred compensation, and retirement.
4. Makes presentations regarding benefit programs in technical specialty area.
5. Assists in the development of communication strategies and design of benefit materials.
6. Reviews and approves the work of staff.
7. Compiles reports, completes census, surveys and studies; presents recommendations on enhancement of or changes to benefit plans and/or programs for the technical specialty area.
8. Coordinates the daily administrative activities of employee benefit programs in technical specialty area; identifies and evaluates issues and makes recommendations regarding plan design and/or administrative changes in accordance with goals and objectives for the technical specialty area.
9. Establishes and documents policies and procedures to ensure appropriate coordination and monitoring of enrollment eligibility, changes, terminations, and distributions are administered accurately.
10. 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 six years of relevant experience; or three years as a MWD Human Resources Analyst III level in the related field (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, gather relevant data, analyze problems, evaluate alternatives, and make appropriate decisions and recommendations; 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; operate office equipment including computers and supporting applications.

Job Title: Senior Benefits Analyst

Code: YC43

Adopted: 10/05/08

Revised: 01/2010

Supersedes: 10/05/08

Page: 2

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.