

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6112
Pay Grade: D13

FLSA: Non-Exempt

BENEFITS ANALYST

MAJOR FUNCTION:

Under general supervision, coordinates accurate and timely payments to insurance carriers and tax deferred annuity vendors. Resolves employee and carrier/vendor inquiries and complaints. Audits files for compliance with various governmental rules and regulations and school board policies and procedures. Responsible for analyzing, updating and producing reports.

DUTIES AND RESPONSIBILITIES:

- Coordinates accurate and timely payments to insurance carriers and tax deferred annuity vendors.
- Analyzes, calculates, reconciles and balances payments each month.
- Answers questions and resolves employee and carrier/vendor inquiries, complaints, and discrepancies.
- Analyzes, updates and produces reports.
- Maintains open communications with employees and coordinates termination insurance adjustments through payroll.
- Coordinates cut-off schedule with Data Processing, Accounting, and Payroll for reporting and paying carrier payments, processing adjustments, etc.
- Provides technical assistance to other employees on complex employee insurance adjustments.
- Assists superiors with training.
- Writes and types informational memos to appropriate parties regarding payments, coverage changes, arrears, refunds, insurance status, etc.
- Coordinates daily processing of tasks associated with 403B plan, COBRA and dependent day care.
- Assists superiors as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Associate's degree in Accounting or Business Administration plus three (3) years of experience performing most of the duties stated above. Demonstrated proficiency in computer literacy.

PREFERRED:

Bachelor's degree preferred.

ISSUED: 4/99 AK; BOARD APPROVED: 6/15/99; REVISED WC: 4/04 LM.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

BENEFITS ANALYST

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds		X			
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds		X			
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time		X			
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending			X		
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects		X			
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				

Benefits Analyst - PESPA