CITY OF PANAMA CITY

JOB DESCRIPTION

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| **Job Title:** | | Compensation and Benefits Analyst | |
| **Division/ Department** | | Human Resources & Risk Management | |
| **Annual Pay: $39,412.61**  Plus competitive benefit package. | **Type of position:**  Full -time | | **Hours** 40 /week  Nonexempt |

**MAJOR FUNCTIONS**

This is responsible and specialized administrative work involving employee insurance, retirement and other benefit programs. Under limited supervision, performs complex clerical duties, and administrative work following established procedures in the following areas: group life and health insurance, retirement benefit plans, flexible benefits, short term disability and records maintenance.

**ESSENTIAL DUTIES**To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**(These are intended only as illustrations for the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)**

* Administers self funded group medical insurance plan, as well as dental and life insurance plans. Explains to employees the benefits available and assists them in completing necessary election forms. Manage the design and development of tools to assist employees in benefits selection. Direct preparation and distribution of written and verbal information to inform employees of benefits.
* Administers retirement plan for general employees, including FRS. Counsels employees preparing for retirement. Assists them in completion of forms, obtaining documents necessary for retirement, calculates estimates of retirement benefits for both services and disability retirements.
* Coordinates with insurance companies regarding claims, resolves administrative problems with the carrier representatives as well as flexible benefits TPA administrators.
* Maintenance and administration of the HR/Payroll system, KRONOS.  This includes table maintenance, process all compensation, demographic, accrual and benefit changes and updates in the database.  This would include changes with new hires, terminations, compensation, position updates, etc.
* Coordinates and completes all personnel action forms, acts as liaison between Human Resources and the Payroll Department including specific data entry into the payroll system.
* Adds new members, deletes and makes changes of dependents and beneficiaries. Coordinates benefits with COBRA according to federal laws.
* Prepares various HR/Payroll report requests (internal and external), ongoing and ad-hoc.
* Prepares analysis of salary and benefit data. Participates in salary surveys.
* Conducts new employee orientation programs relating to benefit package. Assists new employees in completing forms for enrollment in various benefit programs. Arranges and conducts employee informational presentations and annual Open Enrollment.
* Verifies the calculations of the monthly premiums statements for all group insurance policies and maintains statistical data relative to premiums, claims and costs. Compiles, categorizes, calculates, audits, or verifies information or data. Prepares deduction/contribution reports for payroll. Processes and maintains records of payments for insurance premiums from retirees, and other agencies.
* Works closely with the HR Director in working with existing programs, and implementing new benefit programs. Assist with wellness and other programs. Ensure compliance with ACA and HIPPA establishing and maintaining fiduciary files, along with overseeing self-insured testing.
* Files forms 720 ACA and 5500 ERISA, as well as, sending out annual ACA, Hippa and Medicare Part D notices and required positing of such.
* Administers the Family Medical Leave Policy and provides training to employees.
* Performs duties relating to the General Employee Pension Fund (GEPF). Assists with completion of forms, explains retirement benefit program, processes retirement applications and other retirement related paperwork. Serves on the GEPF Election Board every two years and organizes election process.
* Maintains and records eligibility information for the City’s Heath Savings Plan (ICMA)
* This position will serve as back up to the HR Generalist.

**KNOWLEDGE, SKILLS AND ABILITIES**

* Knowledge of the administration of insurance, retirement and other benefit programs.
* Knowledge of modern office practices and procedures and of business English and math.
* Understanding of Healthcare Reform Act a must.
* Ability to work with employees, retirees, medical personnel, and insurance company personnel. Ability to exercise independent judgment and make decisions in accordance with departmental policies.

**MINIMUM QUALIFICATIONS**

Associates Degree required. Bachelor’s Degree preferred. Five (5) years Human Resources experience with at least one (1) year in the administration of insurance, retirement, and benefit programs. A comparable amount of training or experience may be substituted for the minimum qualifications.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met 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.

The essential functions of the job require: sitting approximately six (6) hours per day, standing approximately one (1) hour per day, and walking approximately one (1) hour per day. The job requires frequent: fine manipulations and occasional: bending/stooping, grasping, pulling/pushing, reaching, repetitive motion, and lifting/carrying objects weighing up to 15 pounds. On rare occasions the work requires: climbing, kneeling, and lifting/carrying objects weight 45 pounds or more.

* Sufficient clarity of speech and hearing or other communication capabilities, which permits the employee to communicate effectively on the telephone and in person;
* Sufficient vision or other powers of observation, which permits the employee to review, evaluate and prepare a variety of written documents and materials;
* Sufficient manual dexterity, which permits the employee to operate computer equipment and other office equipment;
* Sufficient personal mobility and physical reflexes, which permits the employee to work in an office setting and make presentations to large and small groups;

Work Environment:

The primary duties of the position are performed in a general office environment.

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Revised 12/19/18