



## JOB DESCRIPTION

### Human Resources Analyst

Date Prepared: July, 2016

Class Code: 1420

**SUMMARY:** Under basic supervision, performs a variety of para-professional clerical tasks in support of the City's human resources and employee benefits programs.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:*

- Administers the worker compensation program for an assigned group and groups of employees.
- Sets-up and scans worker compensation claims and supporting documents or information into the claims database.
- Attends and participates in the employee job function analysis/interactive meeting process.
- Assists with accident investigation, researches and resolves discrepancies, monitors and updates information on claims status; works closely with the City's risk management and legal group to assist with reviewing claims for possible subrogation or legal action.
- Provides assistance to managers and employees in interpreting policies, procedures, laws, and regulations pertaining to workers compensation benefits and compliance.
- Monitors employees' medical progress; coordinates medical exams and works with managers to provide modified duty for employees as appropriate.
- Assists with administration of group and voluntary benefits as assigned including life insurance, flexible spending accounts, healthcare spending accounts, retirement, with Consolidated Omnibus Budget Reconciliation Act (COBRA), and leave-of-absence benefits.
- Assists employees with the completion and submission of enrollment and change forms; answers questions, provides information on eligibility for benefits; transmits data to health plans.
- Reviews and reconciles monthly bills for health benefit accounts for employees and retirees; verifies accuracy of payments to plans for covered employees, identifies, reports, and reconciles discrepancies.
- Prepares benefits communications including enrollment announcements, confirmation letters, and continuation of benefit and premium notices as required.
- Administers the City's Family and Medical Leave program to ensure City-wide consistency of application; prepares and reviews requests for leave of absence and medical certification; verifies eligibility for leave; prepares and transmits required notices.
- Maintains records of employee leave usage; identifies eligibility for concurrent leave programs and tracks all leave accordingly.
- Assists in supervising HR staff, resolves schedule, workload and technical issues as needed.
- Prepares and distributes a variety of routine and non-routine reports; attends and participates in a variety of meetings and committees as assigned.
- Supports the relationship between the City of Vernon and the general public by demonstrating courteous and cooperative behavior when interacting with visitors and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

Associate's Degree in Human Resources, Business Administration, or related field; AND three years of experience in benefit administration.

### **Knowledge of:**

- City organization, operations, policies, and procedures.
- State and Federal laws, statutes, rules, codes, and regulations governing human resources and employee benefit functions.
- Principles and practices of public sector personnel administration, personnel files, confidential records management and effective customer service practices.
- Business computers and standard MS Office software applications.

### **Skill in:**

- Interpreting, applying, and explaining state and federal statutes, codes, rules, and regulations related to workers compensation and employee benefits.
- Research methods including collecting, analyzing, and reporting data, and making appropriate recommendations.
- Business letter writing and report preparation.
- Assessing and prioritizing multiple tasks, projects, and demands.
- Operating a personal computer utilizing standard and specialized software.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing.

### **LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License may be required.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a standard office environment.