



CLASS SPECIFICATION

Class Title: Benefits Administrator
Department: Human Resources
FLSA: Exempt

Class Code: 3311
Grade: 23
Eff. Date: 03/29/2018
Reviewed: 09/01/2021

GENERAL PURPOSE:

Under the general supervision of the Human Resources (HR) Director, responsible for directing and planning the day-to-day operations of group benefits programs (group health, dental, vision, short-term and long-term disability, life insurance plan, flexible spending plan, 401(k) plan and retirement plan). Provides excellent customer service to employees, investigates new benefits programs, evaluates plan design, improves existing programs and administers a high-quality, sustainable benefit package for Davis County. Provides analytical and technical support in the delivery of the benefit programs, as well as in support of technological advances.

EXAMPLE OF DUTIES

Researches employee benefits plans and vendors to identify those that present the best value. Designs, recommends and implements new benefits programs. Examines possible plan designs and benefits cost changes. Negotiates with vendors and administrators for best plans, options and rates.

Serves as primary contact for plan vendors and third-party administrators. Coordinates transfer of data to external contacts for services, premiums and plan administration. Evaluates and revises internal processes to reduce costs and increase efficiency. Documents and maintains administrative procedures for assigned benefits processes. Ensures compliance with applicable government regulations. Ensures timeliness and accuracy of required reporting and fees.

Coordinates daily benefits processing. Handles enrollments, COBRA, terminations, changes, beneficiaries, disability, accident and death claims, rollovers, and compliance assurance. Oversees maintenance of employee benefits files, maintains group benefits database and updates employee payroll records.

Gathers employee data and oversees the processing of monthly billings and the preparation of vouchers for payment of administrative fees for all group plans. Allocates group health and dental claims monthly and reviews quarterly.

Analyzes current benefits' use, services, coverage, effectiveness, cost, plan experience and competitive trends in benefits programs in alignment with Davis County philosophy.

Performs plan audits. Prepares, collects and organizes data for actuarial assessments. Reviews data in conjunction with actuarial evaluation task forces.

Reviews both short- and long-range cost estimates/projections and relevant statistical analyses regarding modifications in benefits programs and implementation of new programs.

Surveys industry trends. Completes benefits surveys and reviews information obtained from the results. Analyzes complex benefits information. Forecasts trends and assists with future benefits designs. Develops specific recommendations for review by the Davis County Benefits Committee.

Monitors administrative costs of benefits programs and recommends cost containment strategies,



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including alternative methods of administration and funding. Prepares budgetary recommendations and assist in the monitoring, verifying and reconciling of budgeted funds.

Provides excellent customer service support to internal and external customers.

Develops communication tools to enhance understanding of Davis County's benefits package. Designs or assists with the design of materials for benefits orientations, open enrollment and summary plan descriptions. Ensures communication strategies are implemented. Provides training and support to Davis County employees.

MINIMUM QUALIFICATIONS:

1. Education and Experience:

Bachelor's degree in human resources, accounting or a closely related field, plus four (4) years of general benefits administration experience. Experience may be substituted for education on a year-for-year basis.

2. Special Qualification:

A ten year personal, criminal and employment background check may be required for this position.

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: budgetary requirements, IRS regulations, Utah Retirement System benefit administration, benefit vendor relations, ACA reporting requirements and database maintenance, legal and ethical standards.

Skill in: professional and effective problem resolution; operating all applicable technological hardware and software.

Ability to: properly handle sensitive information/records and maintain strict confidentiality; work well in stressful situations; effectively meet deadlines; coordinate multiple tasks efficiently; communicate and interact effectively both orally and in writing; the ability to offer consultation to county employees and administrators and the ability to effectively manage working relationships with both internal and external customers and stakeholders; effectively analyze issues, develop alternatives and implement solutions; an understanding of the function of an effective HR department.

WORKING CONDITIONS:

Light physical effort. Comfortable working conditions in office environment. Intermittent sitting, standing and walking. Considerable exposure to stress as a result of stringent reporting deadlines and as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***