



**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB: 8230  
Pay Grade: E02

FLSA: Exempt  
PTS

**EMPLOYEE BENEFITS AND COMPLIANCE ANALYST**

**REPORTS TO:**

Managing Officer, Employee Benefits, Health, and Workers' Compensation

**SUPERVISES:**

Not Applicable

**QUALIFICATIONS:**

Bachelor's degree from an accredited college or university in Human Resource Management, Accounting, or a related field or an associate's degree from an accredited college or university in Human Resources, Accounting or related field, plus five (5) years of experience in related field. Demonstrated proficiency in computer literacy including Excel and database queries.

**MAJOR FUNCTION**

Performs advanced, specialized, professional work involving the administration of the district's employee benefit plans, medical privacy and data security, and compliance with all relevant federal and state regulations, school board policies and labor agreements governing employee benefits.

**ESSENTIAL RESPONSIBILITIES**

- Analyzes, calculates, reconciles, and balances insurance carrier payments each month.
- Analyzes participants and plans data to ensure integrity.
- Resolves employee and carrier/vendor inquiries/complaints and discrepancies.
- Analyzes, updates, and produces financial and management reports for all health and welfare plans.
- Coordinates any computer specifications, modifications for annual enrollment, eligibility files, and new carrier requirements.
- Coordinate the programming and distribution of accurate IRS 1095 forms, required under the Affordable Care Act with TIS department.
- Responsible for compliance with federal and state regulations such as PPACA, Section 125, COBRA, HIPAA, GINA, FRS, etc. that govern employee benefit plans. Teams with data processing, payroll, and benefits consultant to ensure timely and accurate compliance and reporting to appropriate federal and state agencies
- Develops and conducts training programs relevant to HIPPA and PPACA compliance. Provide necessary education and materials to employees--workshops, manuals, employee handbooks, and website
- Assists Director of Risk Management and ~~Manager~~ Managing Officer, Employee Benefits, Health, and Workers' Compensation in providing leadership, direction, and resources in the areas of employee benefits
- Monitors, tracks, analyzes, and reports to leadership regulations that impact employee benefit plans
- Works with the district's TIS department and business partners to ensure the privacy and security of personal health information. Works with affected departments to develop physical safeguards for data security procedures, contingency procedures for disaster recovery and a recording process for maintenance related to security.
- Responsible for monitoring regulatory requirements, coordinating districtwide HIPAA privacy and security programs and procedures for investigating complaints, and implementing appropriate strategies to promote compliance.
- Performs other related duties as required.

## EMPLOYEE BENEFITS AND COMPLIANCE ANALYST

### TERMS OF EMPLOYMENT

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.

Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.

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

### HISTORY OF JOB CLASSIFICATION

ISSUED: 10/09/15; BOARD APPROVED: 10/27/15; REVISED: PG, RT, MQ, ER 07/09/17 CH; BOARD APPROVED: 07/25/17

**EMPLOYEE BENEFITS AND COMPLIANCE ANALYST**

<b><u>WORKING CONDITIONS &amp; PHYSICAL EFFORT:</u></b>	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. Lift objects weighing up to 20 pounds	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				

Employee Benefits and Compliance Specialist Analyst – ADM PTS