



CITY OF RENTON
invites applications for the position of:
**Benefits Analyst/ Senior
Benefits Analyst**

An Equal Opportunity Employer

SALARY: \$6,235.58 - \$7,984.58 Monthly
\$74,827.00 - \$95,815.00 Annually

OPENING DATE: 11/26/18

CLOSING DATE: 12/09/18 05:00 PM

UNION AFFILIATION: Non-Represented

DEPARTMENT: Human Resources Risk Management - Benefits

JOB DESCRIPTION:

In addition to the above 2019 salary, this position also receives a 4% deferred compensation premium.

Join the City of Renton's dynamic Human Resources & Risk Management team as an Analyst or Senior Analyst in the Benefits division. This position will administer the following employee benefit programs by providing information and support to employees and managers, and ensuring compliance with City Policy and all applicable Federal and State regulations:

- Leave programs
- Self-insured Workers' Compensation program
- Accommodation requests
- Disability benefits
- Self-funded medical insurance plan for retired Police and Fire Fighters under LEOFF 1
- Deferred Compensation Program.

Distinguishing Characteristics:

Analyst Level: Oversee processes and lead projects on occasion. Provide technical, professional, and analytical benefit related support to managers and employees. Apply appropriate laws, policies, and contract language to benefit issues and provide responsive, approachable, and effective customer service to all internal and external customers. Work independently, keeping supervisor apprised of project and workload status. Ability to move to senior level includes exposure or experience in most or all benefit areas, demonstrated knowledge of relevant laws, policies, and contracts, and confidence in researching, making decisions, and counseling managers and employees.

Senior Level: Oversee complex and/or high-profile processes, proactively identifying issues that require research or change, and taking the lead on most projects. Provide experienced technical, professional, and analytical benefit related consultation and oversight to managers and employees. Apply appropriate laws, policies, and contract language to benefit issues and provide responsive, approachable, and effective customer service. Work independently, keeping supervisor apprised of project and workload status.

SUPERVISION:

Reports To: Human Resources Benefits Manager

REPRESENTATIVE DUTIES, KNOWLEDGE, AND ABILITIES:

- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Meet schedules and deadlines.
- Accurate statistical and advanced mathematical skills.
- Complex report preparation and distribution skills.
- Research, problem solving and analytical skills.
- Decision-making and conflict-resolution skills.
- Detail-oriented and organization skills.
- Maintain confidentiality of sensitive information.
- Ability to:
 - Speak to large groups of people on various benefit topics
 - Compose, proofread, and edit correspondence
 - Work independently
- Knowledge of:
 - Family Medical Leave Act
 - HIPAA Regulations
 - Washington Worker's Compensation regulations
 - Federal, state, and local leave and employment laws
 - American Disabilities Act
 - Affordable Care Act
 - Washington State Sick Leave law
 - Paid Family/Medical Leave Law - WA State
 - Advanced knowledge of Microsoft Word, Excel, and Outlook

WORK ENVIRONMENT/PHYSICAL DEMANDS:

The following represent the physical demands that must be met to successfully perform the essential functions of this job:

- 100% of work is performed in a typical office environment.
- Constantly operate a computer and other office equipment.
- Constantly communicate with City employees, managers and vendors.
- Lift or move items weighing up to 20 pounds on occasion.
- Noise level in the office is moderately quiet.

Approved reasonable accommodation requests will be made to enable individuals with disabilities to perform the essential functions of the job.

EDUCATION, EXPERIENCE, AND OTHER REQUIREMENTS:

Position will be filled at either the Benefits Analyst or Senior Benefits Analyst level, depending on experience.

Analyst Level:

- Bachelor's degree in Human Resources, Public Administration, Business, or related field.
- Two years human resources experience in benefits/leave administration.
- Or 6 years of relevant education and experience.
- Experience with worker's compensation preferred.

Senior Analyst:

- Bachelor's degree in Human Resources, Public Administration, Business, or related field.
- 4 years human resources experience in benefits/leave administration and worker's compensation.
- Or 8 years of relevant education and experience.
- Experience working with human resources/payroll databases.
- Advanced experience with Excel, Crystal Reports or other reporting software preferred.
- CEBS or similar certification preferred.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.rentonwa.gov/jobs>

Job #2018 HRRM HRA Benefits
BENEFITS ANALYST/ SENIOR BENEFITS ANALYST
JD

OUR OFFICE IS LOCATED AT:
1055 South Grady Way
Renton, WA 98057
425-430-7650
bsandler@rentonwa.gov

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Benefits Analyst/ Senior Benefits Analyst Supplemental Questionnaire

- * 1. What is your experience with employee benefits, including leave administration, Workers' Compensation, health insurance, and retirement plans? Be as detailed as possible.

- * 2. Describe your experience working with employees and managers in the area of employee benefits or human resources.

- * 3. Describe your experience and proficiency in working with Microsoft Office products.

- * 4. Describe your experience and proficiency in working with HRIS/payroll systems.

- * 5. If you qualify to move forward in the recruitment process you will be asked to submit a writing sample related to human resources/ benefits. Do you understand this requirement?
 Yes No

- * Required Question