



BUTTE-GLENN COMMUNITY COLLEGE DISTRICT (CA)
invites applications for the position of:

Human Resources Benefits Analyst

APPLY AT: <https://www.governmentjobs.com/careers/buttecc>

SALARY: \$68,170.60 - \$81,983.70 Annually

OPENING DATE: 05/10/19

CLOSING DATE: 06/10/19 04:00 PM

DESCRIPTION:

Full-Time/Exempt 40 hours per week; 12 months per year

MSC - Range 10 \$68,170.60 per year

Tentative interview dates: July 1st and July 2nd

[Relocation reimbursement](#) may be authorized. Please contact Human Resources for more information.

If you are relocating to the area, [housing resources](#) can be found on our Human Resources page under Recruitment and Hiring.

Highlights associated with this position:

Are you an expert in administering health benefits? Do you have experience with workers' compensation and leaves? Do you enjoy helping others? If you have said yes to these questions, please consider applying to be our next Benefits Analyst. You can become part of a cohesive team of customer oriented professionals serving our campus community. We offer a great work schedule (7:30 a.m. – 5:00 p.m. Monday-Thursday and 8:00 a.m. – 12:00 p.m. Friday), a four day work week over the summer, and a paid winter holiday break. Our benefits are competitive with both traditional PPO plans and High Deductible plans with Health Savings Account eligibility. Our health plans include medical, dental and vision for employees and dependents, and 4 of our 7 plans are available at no cost to employees. All in all, this is a great job, in a great place, serving great customers – come join our team!

Butte College's main campus is located on a 928-acre wildlife refuge and we pride ourselves on being a national college leader in sustainability. Community partnerships matter to us. We work with our K-12 partners to create career pathways for students to seamlessly move from high school to Butte College coursework or credit to transfer to a four-year university. In fact, Butte College has the highest transfer rate of all California community colleges to California State University, Chico. Butte College contributes to economic development through the Training Place, and the Small Business Development Center.

For over [50 years](#), we have successfully provided a quality educational experience to our students, offering associates degrees and training in career fields including business, medical, law enforcement, welding, automotive, computers, and more.

The ideal candidate will share Butte College's commitment to our [mission and values](#), especially our commitment to educating our racially and socio-economically diverse student population. We currently enroll around 15,300 students annually, many of whom are from racially minoritized populations. 54% of Butte College students are white, 28% are Latinx, 6% are Asian, 2% are African American, 1% are Native American, and 5% are multi-ethnic. As a Hispanic Serving Institution (HSI), Butte College understands that it has a great responsibility to the educational attainment and economic well-being of our surrounding communities.

The successful candidate will join a campus community that demonstrates its commitment to student equity by supporting ongoing professional development for students, faculty and staff. These opportunities include a Cultural Awareness Community of Practice, FAIR Classrooms, active Diversity and Student Equity Committees, support for our [undocumented and AB 540 students](#), a robust set of culturally responsive programs and events, and conferences related to equity-mindedness and supporting the success of our diverse students.

OVERVIEW:

Under the direction of an Administrator, this position is responsible for administering the District's health, workers' compensation and insurance programs for active employees, members of the Board of Trustees, retirees, COBRA participants and survivors; coordinating the various retirement and leave of absence programs and the interactive processes related to ADA accommodations; and implementing, coordinating and managing processes related to Affordable Care Act (ACA) compliance. This position requires a definable body of knowledge and skills.

REPRESENTATIVE DUTIES:

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

1. Responds to and provides information and assistance, in person, via the telephone, or through written communication to District personnel, members of the Board of Trustees, retirees and the general public regarding complex inquiries related to benefits, worker's compensation, leave programs, retirement plans, ACA and departmental policies and procedures*
2. Develops and maintains a system of procedures to administer the employee fringe benefits program, including but not limited to, medical, dental, vision, life insurance, Tax Sheltered Annuities (403(b), 457 plans), Section 125-Flex Spending Accounts, catastrophic illness/injury leave, ADA accommodations, Employee Assistance Program, short/long term disability, State Disability, and COBRA program, ensuring compliance with applicable federal and state laws, District policies and procedures and bargaining agreements*
3. Administers the annual open enrollment and dependent certification process for employees, members of the Board of Trustees, retirees and COBRA participants and the associated correspondence with carriers and administrators for the plan(s)*
4. Implements, coordinates and manages processes related to ACA compliance to include determining and monitoring benefit eligibility, running monthly and annual reports, analyzing data, communicating with eligible employees to retrieve pertinent information, making benefit offers, generating annual reports to employees and the IRS, maintaining applicable forms, documenting processes and communications and performing technical data entry into Human Resources Information System (HRIS)*
5. Acts as liaison with the Butte Schools Self-Funded Programs Joint Powers Authority (BSSP-JPA) and all third party vendor benefit representatives for employee benefits. Reviews contracts for implementation and renewal*
6. Coordinates communications, workshops and events with District departments and personnel, insurance companies, health organizations and governmental agencies; maintains communications with retired employees regarding benefits; receives and prepares correspondence to obtain, verify and provide information as required*
7. Plans, updates and facilitates the benefits portion of the New Hire Orientation*
8. Develops operating procedures for effective processing and controlling of benefits programs; maintains data on costs and provides assistance in maintaining cost effective benefits programs; analyzes and monitors informational and budget data and prepares reports as required*
9. Provides information on applicable retirement plan options for CalPERS and CalSTRS; conducts exit interview for terminating and retiring employees for transition of benefit options*
10. Designs benefit informational brochures; develops and conducts benefit informational programs, employee orientations and retiree benefit plan updates*
11. Consults with retirees and employees and their families regarding retirement benefit continuation and provides survivor assistance*
12. Coordinates and monitors the Workers' Compensation and First Aid programs for the District; works directly with the Workers' Compensation carrier to ensure timely compliance with plan requirements, files claims, ensures appropriate forms are completed in consultation with employees, management and providers; prepares statistical reports for Department of Labor, OSHA and the District*
13. Coordinates and monitors industrial accident leave ensuring compliance with relevant laws, rules and regulations*
14. Coordinates the interactive process, conducting employee desk audits for accommodations review analysis; advises departments on modifications for employee accommodation assignments. Coordinates pre-employment reasonable accommodation process. Facilitates ergonomic workstation evaluations and makes recommendations for corrections*
15. Coordinates the return-to-work program and the repetitive motion injury prevention plan*
16. Coordinates and monitors leave programs in compliance with California Education Code, FMLA, CFRA, PDL and HIPAA; tracks employee leaves of absence and industrial accident leave ensuring compliance with relevant laws, rules, regulations and bargaining agreements*
17. Assists with negotiations by gathering data, making recommendations, conducting surveys and functioning as a resource during labor negotiations*

18. Prepares confidential correspondence and maintains a variety of confidential files and employee records*
19. Serves on the Safety Committee and compiles and presents reports on employee accidents and injuries; may assist with safety compliance issues
20. Performs various administrative/clerical duties, including but not limited to, preparing, typing, updating, monitoring and maintaining information on the District's website as well as a variety of correspondence, forms, reports, records, schedules, lists and files according to established procedures; performs complex calculations and technical data entry; verifies and posts information as necessary to assure completeness and accuracy
21. May serve as an alternate Board member for the Butte Schools Self-Funded Programs-JPA and the Northern California Community Colleges Self-Insurance Authority (NCCCSIA)
22. Serves on a variety of District committees as requested
23. Performs related work as required

QUALIFICATIONS/REQUIREMENTS:

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

- Associate's Degree or the equivalent*; **AND**
- Three (3) years of work experience related to the Representative Duties of this classification.

*Associate's Degree education equivalency equals two (2) years of increasingly responsible experience for each full year (24-30 units) of college.

CERTIFICATES, LICENSES, REGISTRATION AND OTHER REQUIREMENTS:

- A valid driver's license must be maintained throughout duration of employment with the District.
- Some travel will be required.

DIVERSITY QUALIFICATIONS:

- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity and sexual orientation and ethnic backgrounds of community college students and staff.

DESIRED QUALIFICATIONS:

- Bachelor's Degree
- Experience in an educational setting
- Evidence of conflict resolution skills
- Experience working with a Joint Powers Authority (JPA)
- Familiarity with Datatel/Colleague or another HRIS
- Effective presentation skills
- Certificate in Human Resources Management from a recognized institution or association
- Advanced experience and/or training in Benefits administration and/or Human Resources administration

KNOWLEDGE, SKILLS, AND ABILITIES:

May be acquired through education, training, and/or experience.

Knowledge of: District policies and procedures; rules and regulations of the department and the District; laws and ordinances pertaining to employee health and welfare benefit plans and programs; safety programs; workers' compensation programs and OSHA reporting requirements; ACA, FMLA, CFRA, PDL and HIPAA regulations and guidelines; current trends affecting HR/benefits administration; modern office practices and technology; analysis and evaluation of programs and services; management of day-to-day operational needs; and website maintenance.

Ability to: apply District and departmental policies, procedures and regulations; analyze and interpret regulations, rules, codes, contracts and applicable laws and apply them to departmental activities and functions to ensure compliance; comprehend and stay current with all associated laws, rules and regulations; develop and implement effective plans and programs; gather, analyze and interpret statistical, legal and program-related information; establish and maintain efficient record-keeping systems; maintain records accurately and with confidentiality; make required mathematical calculations accurately and rapidly; produce quality work at a fast pace under the pressure of deadlines; prioritize; analyze transactions and identify deviations from applicable policies and procedures; update and maintain website; prepare comprehensive, clear concise reports and recommendations; analyze correspondence; communicate effectively both orally and in writing; utilize keyboarding skills commensurate with the required functions for this position; exhibit proficiency in the use of Microsoft Office applications, database management, creating charts and

establishing and maintaining databases and spreadsheets; use a variety of software and hardware; facilitate presentations/workshops; work independently with limited supervision and within a team environment; establish and maintain positive and cooperative working relationships with those contacted during the course of work; communicate professionally in confrontational situations; exercise tact and diplomacy in dealing with sensitive and complex issues and situations; and work with diverse populations.

SUPPLEMENTAL INFORMATION:

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

No permanent staff to supervise. May provide technical direction to short-term temporary and/or student employees.

WORKING CONDITIONS:

Normal office environment.

PHYSICAL EFFORT:

The ability to reach, use hands, sit for long periods of time, maintain visual focus on a computer monitor, hear and speak, repetitively use business tools, occasionally lift items of light weight (up to 10lbs) and travel for business by car and/or airplane.

CONTACTS:

Faculty, staff, administrators, students and the general public.

PRE-EMPLOYMENT REQUIREMENTS:

1. The successful applicant will be required to complete a medical history questionnaire and must agree to undergo and pass a pre-employment physical examination, based on the physical requirements of the position, prior to employment. The physician will be selected and paid for by the District. Disabilities not related to the essential physical job requirements will not preclude the applicant from being hired.
2. Education Code § 87408.6 states that no person shall be initially employed by a community college district in an academic or classified position unless the person has submitted to an examination within the past sixty (60) days to determine that he or she is free of active tuberculosis.
3. As a condition of employment the position you are applying for will require that you provide fingerprints to the local police department. The fee charged by the Department of Justice (DOJ) for the fingerprint report is the employee's responsibility. If you should be offered this position you will be asked to sign a payroll deduction form which will authorize the District to deduct the fee charged by the DOJ from your first paycheck.

The District reserves the right to modify, rescind or re-advertise this announcement without notification or to delay indefinitely the employment of a person for the position.

The Butte-Glenn Community College District is an Equal Opportunity Employer.

-----Application Instructions-----

ALL APPLICANTS, INCLUDING CURRENT BUTTE COLLEGE EMPLOYEES, MUST SUBMIT ALL REQUIRED DOCUMENTS WITH THE ONLINE APPLICATION IN ORDER TO MOVE FORWARD IN THE RECRUITMENT PROCESS. *If you are applying under Equivalency for the education minimum qualification, please attach a document titled Equivalency using the "Transcript" drop down file type located in the attachment section of the application.*

REQUIRED ATTACHMENTS:

All on-line attachment types require that you attach a document.

COVER LETTER:

Please describe in your cover letter how your past experience and qualifications meet the needs of this position.

RESUME OR VITA:

Please submit this as an attachment, not as a text resume within the application.

TRANSCRIPTS OF ALL ACADEMIC WORK:

You are required to provide transcripts for coursework and/or degrees listed on the application materials you have submitted. The transcripts must include the date the institution granted the degree. Legible copies of transcripts are acceptable at this point in the

process. Official transcripts must be submitted prior to hire.

If you have foreign transcripts please include copies of a U.S. evaluation and translation.

FOREIGN TRANSCRIPTS:

Foreign transcripts must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service or our website

at; http://www.butte.edu/hr/job_opportunities/associate_faculty/foreign_degree_eval.html

Butte-Glenn Community College District

3536 Butte Campus Drive

Oroville, CA 95965

530-895-2400

<http://butte.edu/hr/>

humanre@butte.edu

Position #1819-00422

HUMAN RESOURCES BENEFITS ANALYST