



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Benefits/Risk Analyst</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> <u>    </u> <small>(Please check one)</small>
<b>REPORTS TO:</b> <u>Boone County Clerk</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>06/08</u>
<b>DEPARTMENT:</b> <u>County Clerk</u>	<b>JOB CODE:</b> 1032	

### **DEFINITIONS:**

With general supervision, administers Boone County's employee benefit, workers' compensation and general liability insurance, retirement, loss control, health benefit, Cafeteria, and life and long-term disability programs.

**ESSENTIAL FUNCTIONS:** *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Administers the County retirement programs; prepares benefit calculations for the deferred compensation program; balances contributions with various records; answers employee questions regarding retirement benefits and provides employees with appropriate forms; resolves problems with employees and with the various companies involved with the retirement programs.

Administers the County workers' compensation and liability insurance programs; prepares all forms for workers' compensation claims including forms to go to the State; coordinates compensation for employees with the County's insurance company; processes hospital and doctor bills for payment; verifies loss time for employees; coordinates with insurance company for other liability insurance problems such as vehicle accidents and property damage; prepares appropriate claim forms and processes any bills that need to be paid.

Implements training sessions; reviews accidents and documents various policies required by the Loss Control program.

Administers health and dental benefit plans; prepares agendas, minutes and fund balance reports; implements all actions of the Committee; answers employee questions regarding benefits/payroll; resolves health, dental claim and coverage problems; notifies employees of health and dental benefits and premiums changes.

Processes new employee packets and enrolls employees in benefit programs; processes terminating employees; generates COBRA letter with premium rates; removes from benefit programs; processes weekly/monthly claims, premiums, invoices and COBRA/Early Retiree statements; responds to inquiries from administrators, vendors, lending institutions, other municipalities, and the public on benefit, deferred compensation, retirement and insurance plans.

Processes employee changes including name, address, marital status, beneficiary, dependent coverage for Cafeteria Plan deductions; responds to employee questions regarding payroll and benefits.

**KNOWLEDGE AND SKILL:**

1. Considerable knowledge of employee benefits, workers compensation and risk management.
2. Considerable knowledge of Boone County policies and procedures.
3. Good knowledge of County, state and federal statutes and regulations governing employee benefits and risk management.
4. Skill in the use of personal computers, especially of spreadsheet software.
5. Skill in analysis, problem solving, and mathematics.
6. Skill in developing and maintaining cooperative working relationships with other County Departments.
7. Skill in written and oral communication.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Public Administration, Human Resources or a related field and three years benefits or risk management analysis experience.

**APPROVALS:**

Department Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)

HR Director: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature)