

## Job Description

**Job Title:** Benefits Analyst  
**Position Code:**  
**Job Classification:** Exempt

**Supervisor:** Supervisor, Compensation & Benefits  
**Pay Grade:** 35  
**Contract Length:** 245 Days

### Job Summary

Position is responsible for counseling employees on various aspects of benefits including the Newport News Employees Retirement Fund (NNERF), Virginia Retirement System and health benefits.

Position is responsible for the administration of all FMLA, short-term disability and long-term disability programs. The position collaborates with the payroll department and disability carriers to ensure employees are paid accurately while on approved leave and maintains compliance with employment laws including the Family and Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA).

### Essential Duties

1. Counsels employees on all aspects of the school division's retirement plans, both NNERF and Virginia Retirement System, including providing monthly retirement estimates, explaining plan options, and assisting in the application process for retirement benefits.
2. Counsels employees on disability retirement benefits, when required.
3. Ensures that benefits inquiries and complaints are handled in a quick, equitable, courteous manner.
4. Assists with annual benefits open enrollment activities, retirement dinner, new teacher orientation and any other human resources related functions.
5. Preserves confidentiality of employee documentation and files.
6. Assists in the management of FMLA, short-term and long-term disability programs and the third-party vendor relationships.
7. Communicates with employees regarding their needs for leave; ensures that employees are aware of their responsibilities and of any documentation and notice required to qualify for and to utilize FMLA.
8. Handles the FMLA leave administration process from the employees' initial notice of the need for leave to the return to work including gathering and completing all required paperwork, determining leave eligibility, designating leave as FMLA-qualifying, requesting medical certification as needed, and accounting for intermittent and reduced schedule leave use.
9. Sustains reasonable communication with employees on leave to facilitate smooth and timely return to work; relays communication between employees and their managers during leave within reason.
10. Maintains complete and accurate records of leave and accommodation requests in accordance with specified legal requirements and documentation of best practices.
11. Keeps abreast of all applicable leave laws including FMLA, ADA and any other applicable state and federal laws.
12. Provides advisement on ADA with regard to employee work restrictions.
13. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### Other Duties

1. Performs any other related duties as assigned by the Supervisor of Benefits & Compensation or other appropriate administrators.

### Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The ability to interacting professionally with employees is critical. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Bachelor’s degree in Business or a Human Resources related field with a minimum of three years’ experience in benefits administration; or any equivalent combination of education and experience that would provide the noted knowledge, skills and abilities. Comprehensive knowledge of employee benefits administration to include retirement programs, FMLA and short-term disability and related regulations preferred. Working knowledge of ADA and leave administration best practices are strongly desired. Must possess the ability to interpret regulations; collect, analyze, and evaluate data; develop recommendations and policy revisions. Must possess the ability to present information to large audiences. Must possess excellent analytical, organizational and communication skills. Must possess the ability to establish and maintain effective working relationships with division staff at all levels of the organization and third-party benefits representatives. Must be proficient in Microsoft Word and Excel. MUNIS experience not required but preferred.

**Working Conditions & Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions. Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height; to bend, stoop and to reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** None

**Supervision Received:** Supervisor of Benefits & Compensation

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Benefits Analyst will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Compensation and Benefits or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**I acknowledge that I have received and read this job description.**

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Employee Name (Print) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

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