

# Newport News Public Schools

## Job Description

**Job Title:** Benefits Analyst  
**Position Code:** 4E05  
**Job Classification:** Exempt

**Supervisor:** Supervisor II, Human Resources  
**Pay Grade:** 34S  
**Contract Length:** 245 Days

### Job Summary

Position is responsible for the administration of employee benefits for all administrative, instructional, and educational support staff. Conducts new employee orientation sessions. Counsels employees on various aspects of benefits including retirement plans of the City of Newport News and Virginia Retirement System. Surveys other school divisions and private industry to maintain a competitive benefits plan for employees. Develops, recommends, and modifies employee benefit policies.

### Essential Duties

1. Supervises the employee benefits program including health insurance, disability plan, dental insurance plan, vision plan, retirement plan, life insurance plan, employee assistance program and division-wide wellness initiatives.
2. Evaluates and compares existing benefits with those of other employers by analyzing other plans. Conducts periodic surveys of other employer benefit plans. Makes recommendations for adjustments to benefits program to assure NNPS' ability to recruit and retain staff.
3. Researches new trends in benefit plan design and analyzes appropriateness for implementation within current NNPS benefit offerings.
4. Conducts orientation sessions for all new employees.
5. Counsels employees on all aspects of the school division's retirement plans, both city and Virginia Retirement System, including providing monthly retirement estimates, explaining plan options, and assisting in the application process for retirement benefits. Responds to inquiries on beneficiary changes. Counsels employees on disability retirement benefits when required.
6. Provides benefits information to NNPS retirees on a regular basis. Advises retirees on plan changes and available options.
7. Oversees the administration of the COBRA and HIPPA compliance. Assures the appropriate notifications are given to employees in accordance with federal regulations.
8. Counsels beneficiaries and family members regarding death claims for current employees and retirees.
9. Reviews and recommends revisions to school division's policies and procedures as related to employee benefits.
10. Installs approved new plans and changes by overseeing and preparing announcement material, booklets, newsletters, and other media for communicating new plans to employees. Conducts employee meetings and arranges for enrollment of employees in optional programs. Develops and conducts employee benefit seminars. Revises and reissues all communication material on benefits on an as needed basis.
11. Chairs the division-wide Insurance Review Committee and Voluntary Benefits Committee. Presents benefits plan modifications to these groups as well as providing needed information prior to committee recommendations for benefits changes.
12. Presents reports and information to the School Board regarding the employee benefits program.
13. Assures school division compliance with legal requirements as related to health insurance and benefits administration.
14. Ensures that benefits inquiries and complaints are handled in a quick, equitable, courteous manner.
15. Responsible for the maintenance of all records related to employee benefits and the HRIS database as it relates to employee benefits information.
16. Maintains a retiree database and assists with annual recognition program.
17. Models nondiscriminatory practices in all activities.

### Other Duties

1. Performs any other related duties as assigned by the Supervisor II, Human Resources or other appropriate administrators.

**Job Specifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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. Must possess a comprehensive knowledge of employee benefits administration to include flexible benefits and retirement programs. Knowledge of Virginia Retirement System plans preferred. 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 and the School Board. Must possess a comprehensive knowledge COBRA, HIPAA, FMLA and related regulations. 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 insurance company representatives.

**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 II, Human Resources

*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 II, Human Resources 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:** \_\_\_\_\_  
Supervisor Date

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

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