**PERALTA COMMUNITY COLLEGE DISTRICT**

**333 EAST 8TH STREET \* OAKLAND, CA 94606-2844**

[**www.peralta.edu**](http://www.peralta.edu/)

Berkeley City College – College of Alameda – Laney College –Merritt College

**CLASSIFIED EMPLOYMENT OPPORTUNITY**

**HUMAN RESOURCES ANALYST (LEAVES & BENEFITS) (C)[[1]](#footnote-2)**

**DISTRICT ADMINISTRATIVE CENTER**

**OAKLAND, CALIFORNIA**

**Permanent, Full time (40 Hours/Week, 12-Month Assignment)**

#### Salary Range: $5,697.00 - $6,896.00/Month

**Hiring Range: $5,697.00 - $6,269.00/Month**

**APPLICATION DEADLINE DATE:OCTOBER 16, 2019 BY MIDNIGHT, PACIFIC STANDARD TIME.[[2]](#footnote-3)**

*The District is strongly committed to achieving staff diversity and the principles of equal employment opportunity. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age religion, marital status, sexual orientation, disability or genetic information, gender identity or expression, citizenship status, veterans status, status with regards to public assistance, or any other characteristic protected by federal, state or local law, in any of its policies, procedures or practices.*

The Peralta Community College District is a two-year college system, dedicated to providing comprehensive educational and community services to the communities it serves, including the cities of Albany, Alameda, Berkeley, Emeryville, Oakland and Piedmont California. The District enrolls over 25,000 students in a broad range of transfer and occupational curricula. The colleges in the District include College of Alameda, Laney College, Merritt College and Berkeley City College, which operate under the governance of a seven- member Board of Trustees and are administered by a Chancellor/Superintendent.

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This is a confidential position. Under the general direction of the Benefits Manager, the Benefits Analyst performs professional-level work in the analysis, research, preparation and monitoring of employee benefits, integrated leaves, and absences transitions. While the incumbent is primarily assigned to Benefits and Leaves, the individual may be assigned to perform other generalist level duties.

**DUTIESAND RESPONSIBILITIES**

Any one position may not include all of the duties listed, nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

* Processes all forms of leave request transactions for regular employees, which involves coordination and follow-up with managers, supervisors, and others as necessary to ensure timely completion of transactions.
* Performs research, compiles statistics and analyzes data and other work related to a variety of employee-employer relations matters, negotiations, and collective bargaining agreements
* Acts as an information resource to managers, supervisors, and employees regarding human resources rules, regulations, policies and procedures, and collective bargaining agreement provisions.
* Notifies, explains and calculates benefits for Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), and California Pregnancy Disability Leave (CPDL). Composes and issues letters regarding FMLA, CFRA, CPDL, leave of absence usage and rights, and other correspondence to employees.
* Collaborates with Risk Management and administers the Unemployment Compensation Program claims within State-mandated time frames; contact the physician to determine bridge assignments for modified return-to-work program; act as liaison with the Unemployment Compensation insurance carrier and with District employees; keep Payroll and appropriate managers informed on employee status
* Maintains confidential medical leave files containing Protected Health Information in compliance with The Health Insurance Portability and Accountability Act (HIPAA).
* Serve as District liaison to insurance companies in all aspects of coverage involving employees, retirees and their covered dependents. Maintain communication with employees/retirees regarding benefit, leave plans and retirement programs; provide information and assistance regarding filing requirements and filling out of claims for medical, dental, vision care, LTD and life insurance coverage, requests for payment and/or reimbursement of benefits, etc.
* Distributes compensatory leave reports and correspondence, and follows up with the Payroll Department. Posts all forms of regular employee leave allocations (automated and manual) and adjustments to accrual balances, as necessary
* Collaborates with the Information Technology Department liaison and the HRIS Lead in the creation and update of associated PeopleSoft/Oracle tables.
* Assists in providing functional support for the automated leave management modules of PeopleSoft CMS system (i.e. review and approving reported time, managing employee’s enrollment plan and workgroup).
* Assists with detecting and identifying problems and deficiencies in the leave and benefits technology systems (i.e.PeopleSoft, BenefitBridge).
* Writes and maintains documentation for user guides, instructor guides and procedural guides
* Handles worker’s compensation leaves; send correspondence to employee and carrier. Conducts liaison with the worker’s compensation carrier regarding leaves of absence only.
* Process the District Employee Health and Welfare Benefit Programs, including medical, dental and vision care insurances, life insurance, long-term disability (LTD) insurance, State Teachers Retirement System (STRS) and Public Employees Retirement System (PERS) pension programs, Medicare benefits, and programs mandated by the Consolidated Omnibus Budget Reconciliation Act (COBRA).
* Processes unemployment insurance claims. Conducts liaison with an unemployment insurance representative. May also conduct liaison with a hearing representative and attend hearings.
* Liaison with CalPERS and CalSTRS representatives and coordinates workshops with those representatives.
* Establishes and maintains complex, interrelated administrative and confidential filing systems and records.
* Collects and compiles statistical data and other information for inclusion in ad hoc and periodic reports.
* Operates a personal computer, copiers, facsimile machines, and other office equipment. Accesses internal mainframe systems, online enterprise applications (PeopleSoft/Oracle), and information relative to leaves and absences.
* Assists with special projects as required by the Benefits Manager; provides backup to other Benefits Specialist in the office as needed.
* Performs other related duties as assigned.

# **KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

* Practices and trends in the particular field of assignment
* Research and analytical methods
* Rules, regulations and policies of the District and Health care providers pertaining to employee benefit coverage;
* Federal and State laws and regulations relating to Employee Benefits;
* Benefit program administration, including enrollment, eligibility and claim processing;
* Principles and procedures of Unemployment Compensation claim processing;
* COBRA (Consolidated Omnibus Budget Reconciliation Act);
* HIPAA (Health Insurance Portability and Accountability Act);
* FMLA (Family Medical Leave Act);
* CFRA (California Family Rights Act);
* ADA (Americans with Disabilities Act);
* Types of employee benefit and insurance programs.

**Ability to:**

* Establish and maintain effective and efficient working relationships with staff at all levels of the organization and the general public;
* Communicate effectively both orally and in writing in a courteous and effective manner;
* Process the Employee Benefit, Leaves and Unemployment Compensation programs for the District.
* Provide technical information and assistance to employees regarding benefit and leave programs;
* Counsel employees regarding benefits, leave and unemployment compensation process;
* Retrieve data using a computer; utilize word processing, spreadsheets, and other software;
* Maintain confidentiality of sensitive and confidential matters;
* Interpret, apply and enforce a variety of laws, rules, regulations and other guidelines about benefits, leaves administration and unemployment compensation;
* Research and compile information and data and prepare reports;
* Work with a significant degree of independence in carrying out assigned duties;

# **MINIMUM QUALIFICATIONS**

1. Equivalent to graduation from an accredited college or university and four years of experience in the administration of health insurance and benefits program and conducting human resources-related research and analysis or experience in a related field; or an equivalent combination of training and experience that could likely provide the desired knowledge and abilities.
2. Demonstrated ability to interpret and apply a variety of laws, rules, policies and procedures related to human resources administration.
3. Demonstrated expertise with word processing, spreadsheet, and database management software programs using a personal computer.
4. Demonstrated ability to meet deadlines and work under pressure, including the ability to perform and complete a high volume of work assignments with speed and accuracy, work cooperatively with others and meet the public, employees and managers showing courteousness and a high-level of professionalism.
5. Demonstrated proficiency in using online HRIS (such as Oracle/PeopleSoft or similar systems).
6. Demonstrated ability to maintain confidentiality at all times, handle benefits and personnel matters effectively, and handle employee and public personnel inquiries with sensitivity, tact and diplomacy.
7. Must be able to type accurately from clear copy. Possess demonstrated proficiency in the operation and use of personal computers utilizing office productivity programs (e.g., MS Office Suite: MS Word and Excel), the Internet and E-mail. Skills assessments may be given.
8. Applicant must have demonstrated cultural competency, sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff, faculty, and students.

#### ENVIRONMENTAL DEMANDS

* + Occasional work performed alone
	+ Constant work around and with other people

#### PHYSICAL REQUIREMENTS

* + Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
	+ Occasional lifting and carrying up to 15 lbs.
	+ Occasional pushing and pulling up to 20 lbs.
	+ Occasional twisting of body
	+ Occasional use of manual dexterity
	+ Occasional use of tactile acuity
	+ Occasional use of visual acuity from a distance, with depth, and for color
	+ Frequent work at a rapid pace
	+ Frequent reaching, high, low, and level
	+ Frequent audio acuity at all ranges, including speech
	+ Frequent visual acuity for reading
	+ Constant sitting
	+ Constant use of clear oral communication

#### TOOLS AND EQUIPMENT USED

* + Personal computer
	+ Facsimile machine
	+ Copier
	+ Printer
	+ Other standard office equipment

#### APPLICATION PROCEDURES

1. Visit the Peralta website and click on the “Jobs” link or go directly to <https://peraltaccd.peopleadmin.com/> and click on the “Search Jobs” link to find this job posting. Should you decide to apply for this position and you have not already established an account, you will be prompted to do so. Your account which will give you secure and ongoing access to check on the status of your application for the position. Required documents will include:
* **Current resume of experience, formal education/training and qualifications.**
* **Copies of supporting credentials, if applicable.**
* **Copies of transcripts from fully accredited college or university institutions*.*** *(Copies of diplomas will not substitute for transcripts.) (If hired, it will be required to submit official transcripts from fully accredited college or university institutions.)*

**Note: A written evaluation by an official foreign credentials/transcripts evaluation and translation service must be submitted for Foreign Degree(s) by the application deadline date.**

1. Applications and attachments (resume, cover letter, copies of transcripts, etc.) for this position will ONLY be accepted through the online process. WE DO NOT ACCEPT MAILED OR FAXED APPLICATIONS OR ITS ATTACHMENTS.
2. Travel expenses for the interview and selection process will be borne by the candidates.
3. Skype and Phone interviews are not permitted.

***Appointment to the position is conditional upon the approval of the Chancellor.***

#### SELECTION PROCEDURES

A selection committee will review and evaluate applications to select a limited number of candidates for interview. Meeting minimum qualifications for a position does not assure the candidate an interview.

## FRINGE BENEFITS

The Peralta Colleges proudly offer a competitive and comprehensive core of work-life benefits. The value of the employer contribution towards your benefits may increase your total compensation by as much as 47%. Benefit-eligible employees have access to coverage for themselves and eligible dependents:

• Medical, vision, prescription drug insurance coverage\*
• Life insurance of 150% of your income up to $100,000.
• Long-term disability coverage.
• Employee Assistance Program

In addition to your contribution, Peralta pays 18.062% of your salary to the Public Employees Retirement System (PERS). Effective January 1, 2013, the PEPRA (Public Employees’ Pension Reform Act) went into effect. Changes have been implemented as a result of the adoption of this legislation that impact new and existing employees enrolled in CalPERS.  A summary of those changes is available at <http://www.calpers.ca.gov/eip-docs/employer/program-services/summary-pension-act.pdf>. For further up to date information on CalPERS retirement eligibility and PEPRA, please visit the website at [www.calpers.ca.gov/](http://www.calpers.ca.gov/). The CalPERS member handbook is available at <http://www.calpers.ca.gov/eip-docs/about/pubs/member/your-benefits-your-future-school-benefits.pdf>.

Other voluntary benefits include:

• Flexible benefit plan participation in the Medical Reimbursement Plan, Dependent Care Reimbursement Plan(under tax code 125).
• Pre-tax commuting expenses (under IRS code 132).
• Tax-deferred plan participation in the 403(b) and 457 plans.
• Credit union membership.
• Prepaid legal plan participation.
• Additional Life Insurance for yourself, spouse or children.

\*Kaiser and United Health Care Dental are fully paid by the District. Other plans require employee contribution.

\*Subject to change.

CONDITIONS OF EMPLOYMENT

Employees must satisfy all pre-employment requirements to work for the District which include, but are not limited to, the following items:

REQUIRED FOR ALL EMPLOYEES

Tuberculosis Examination: Prior to employment, the successful candidate will be required to submit evidence (either skin test or X-ray report) of being free of tuberculosis within the past sixty (60) days. The TB test is a condition of employment and any expense must be borne by the successful candidate.

Fingerprinting Requirement:

As a condition of employment, all employees working for community colleges in the State of California are required to be fingerprinted within the first ten (10) working days of the date of employment pursuant to Education Code Section 88024. The District Office of Human Resources processes fingerprints electronically. During the employment intake process, new employees will be given information to have their fingerprints taken at another location.

Immigration Requirement:According to the Immigration Reform and Control Act, the Peralta Community College District is required to verify that all new employees are:

1. A citizen or national of the United States;
2. An alien lawfully admitted for permanent residence in the United States; or
3. An alien authorized by the U.S. Citizenship and Immigration Serviceto work in the United States.

All new employees are required to complete and sign a verification form and provide documentation attesting that he/she is a United States citizen, national, or an alien lawfully authorized to work in the United States.

District Policy:A Social Security Card will be required following selection and prior to completion of the hiring process. The employment process cannot be completed without a copy of the Social Security Card on file in the Office of Human Resources.

MAY BE REQUIRED

Medical Examination:Under state regulations and as a condition of employment, certain positions may require a medical examination prior to employment. Expenses incurred will be borne by the employee.

#### MISSION STATEMENT

We are a collaborative community of colleges.

* Together, we provide educational leadership for the East Bay, delivering programs and services that sustainably enhance the region’s human, economic, environmental, and social development.
* We empower our students to achieve their highest aspirations. We develop leaders who create opportunities and transform lives.
* Together with our partners, we provide our diverse students and communities with equitable access to the educational resources, experiences, and life-long opportunities to meet and exceed their goals.

The Peralta Community College District is an Equal Opportunity Employer.

In conformance with the Fair Employment and Housing Act and the Americans with Disabilities Act, requests for Reasonable Accommodations may be made to the Office of Human Resources by calling (510) 466-7283.

The Peralta Community College District reserves the right to close or not fill any advertised position.

# NS

(9/25/19)

1. *This is a Confidential position. Confidential employees are not represented by Collective Bargaining Agreements.* [↑](#footnote-ref-2)
2. *Appointment to this position is subject to availability of funds. See important detailed application procedures.* [↑](#footnote-ref-3)