

City of Garland

Link to apply: <https://external-garland.icims.com/jobs/6815/sr.-benefits-analyst/job>

Summary

Responsible for providing program support, budgetary and analytical assistance for the City's self-funded Health, Wellness, Retirement and ancillary benefits.

Essential Duties and Responsibilities

Budgetary & Audit Support

- 1) In conjunction with the Benefits Manager and Budget Team, serve as primary analyst for budgetary expenses, trends and forecasting for employee and retiree benefits.
- 2) Administer vendor billing and participant reconciliations.
- 3) Conduct cyclical audits and report missed opportunities for recurring processes.

Health, Wellness & Retirement

- 1) Conduct employee benefit and retirement sessions and related follow-up to Plan participants.
- 2) Assist with annual benefits open enrollment, new hire and life event administration.
- 3) Administer other Post-Employment Benefits
- 4) Partner with external vendors via phone, e-mail and service portals.
- 5) Provide systems administration, data entry and reporting in support of Benefit functions.
- 6) Assist with strategic initiatives, reporting, metrics and other analysis as directed.

Minimum Qualifications

- ❖ Associates Degree or equivalent college coursework in Human Resources, Business Administration, Public Administration or related field.
- ❖ 3-5 years of demonstrated experience in employee and/or retirement benefits.

Or an equivalent combination of education and experience sufficient to successfully perform the essential functions of the job.

Preferred Qualifications

Education/ Experience:

- ❖ Bachelors Degree in Human Resources, Business Administration, Public Administration or related field.
- ❖ 5+ years of direct experience in benefit administration and/or budget analysis.
- ❖ Experience in a self-funded benefits environment.

Knowledge, Skills & Abilities:

- ❖ Advanced knowledge of business analytics tools, specifically MS Excel or related databases.
- ❖ Consistent attention to detail and ability to proactively seek opportunities for process improvements
- ❖ Strong analytical and problem solving skills with the ability to make organizational recommendations and guide actionable outcomes tied to metrics, trends and problem identification
- ❖ Excellent verbal and written communication skills with the ability to communicate with tact and diplomacy
- ❖ Strong project management and organizational skills, effectively managing multiple projects on target and as directed
- ❖ Intermediate to Advanced-level skill with MS Excel, Word, and PowerPoint
- ❖ Ability to present information in an organized, logical manner and ensure execution as expected for all core functions
- ❖ Excellent customer service and telephone etiquette skills
- ❖ Ability to work independently and/or in a team environment

Licenses and Certifications

- ❖ Valid Class C Texas driver's license