



CITY OF HOUSTON
invites applications for the position of:

STRATEGIC BENEFITS STAFF ANALYST

SALARY: \$2,547.00 - \$3,269.23 Biweekly
\$66,222.00 - \$85,000.00 Annually

OPENING DATE: 03/02/22

CLOSING DATE: 05/31/22 11:59 PM

POSITION OVERVIEW:



Applications accepted from: ALL PERSONS INTERESTED
Job Classification: STRATEGIC BENEFITS STAFF ANALYST
Posting Number: 27767
Division: STRATEGIC BENEFITS
Reporting Location: 611 WALKER ST. *This is not a remote position
Workdays & Hours: MONDAY – FRIDAY 8:00 AM – 5:00 PM* *Subject to
Change

DESCRIPTION OF DUTIES / ESSENTIAL FUNCTIONS

The successful candidate will work closely with the HR Benefits Division Leadership, and across all functions of the Human Resources Team to ensure thorough evaluation and timely execution of selected ongoing and special projects. Scope of projects is broad and ranges from data research, analysis and reporting, reconciling monthly reports, developing and monitoring vendor performance guarantees and developing Request for Proposals (RFPs) and other strategic initiatives.

Duties and responsibilities for this position includes but is not limited to:

- Lead or serve as back-up on RFPs, ITBs, etc.

- Research, interpret, analyze, develop and prepare weekly, bi-weekly, monthly or by frequency determined dashboards and statistical reports for active employees, spouses, retirees, chronic disease management and other initiatives.
- Research and prepare analytical reports, white papers, etc. as requested by Deputy Assistant Director.
- Work closely with selected team members, contractors, and consultants, develop and execute project plans and associated project content.
- Effectively communicate with team members and stakeholders in a timely and clear fashion.
- Track project milestones and deliverables.
- Develop and deliver project-specific content, progress reports, requirements documentation, and presentations.
- Proactively manage changes in project scope, identify potential crises, and devise contingency plans.
- Prepare or assist with preparation of PowerPoint presentations for HR Management, Budget and Fiscal Affairs, City Council, HBAC, Annual Budget Meetings, or as assigned.
- Driving to various City of Houston locations is an essential function of this position and requires a Texas Driver's License.
- Special projects and initiative as assigned.

Knowledge, Skills, and Abilities

- Energetic, professional, self-motivated with strong attention to detail and an independent thinker with excellent analytical, project management, written and oral communication skills
- Strong conceptual, strategic and visionary skills
- Ability and creativity to develop dashboards for benefits initiatives
- Ability to communicate effectively with HR managers, executives, professional-level staff and peers
- Proven sound judgment
- Ability to understand and work in a confidential environment with knowledge of HIPAA regulation and ability to apply it to daily task
- Strong coordination, organizational, and time-management skills and an ability to prioritize and complete simultaneous projects with minimal supervision
- Experience working independently as well as within cross-functional teams in a collaborative, professional environment
- Able to lead or manage special projects and initiatives of medium to high complexity
- Ability to work with employees at all levels
- Knowledge of ROI outcomes
- Outgoing, personable, and customer focused

WORKING CONDITIONS

Performing these duties will involve driving to job sites, meetings, training, events, etc., and dealing with people in stressful situations. The position is physically comfortable; the individual has discretion about walking, standing, etc.

MINIMUM REQUIREMENTS:

EDUCATION REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Public Administration or a field directly related to the type of work being performed.

Graduate degrees related to the type of work to be performed may substitute for the experience

requirement on a year-for-year basis.

EXPERIENCE REQUIREMENTS

Three years of professional administrative, financial or analytical experience related to the type of work being performed are required.

Professional experience related to the type of work to be performed may substitute for the education requirement on a year-for-year basis.

LICENSE REQUIREMENTS

Valid driver's license and compliance with the City of Houston policy on driving. (AP 2-2)

PREFERENCES:

Preferences will be given to candidate(s) with previous experience knowledge and application of benefits programs, options and design. Benefits procurement experience in the governmental sector a plus; ability and creativity to develop project materials; communicate proactively and effectively with participants, peers, and supervisors. Lead special projects and initiatives; track and report performance measures including participation, and outcomes; meet the operational expectations and goals of the department executive. HR-related (SPHR, PHR, SHRM-CP, SHRM-SCP, etc.) or PM certification a plus.

*****Preference shall be given to eligible veteran applicants provided such persons possess the qualifications necessary for competent discharge of the duties involved in the position applied for, such persons are among the most qualified candidates for the position, and all other factors in accordance with Executive Order 1-6.*****

GENERAL INFORMATION:

SELECTION / SKILLS TESTS REQUIRED

Department *may* administer skills assessment test

SAFETY IMPACT POSITION Yes

If yes, this position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification.

PAY GRADE: 26

APPLICATION PROCEDURES

Only online applications will be accepted for this City of Houston job and must be received by the Human Resources Department during posting opening and closing dates shown. Applications must be submitted online at: www.houstontx.gov.

To view your detailed application status, please log-in to your online profile by visiting: <http://agency.governmentjobs.com/houston/default.cfm> or call (832)393-0486.

If you need special services or accommodations, call (832)393-0486 (TTY 7-1-1).

If you need login assistance or technical support call [855-524-5627](tel:855-524-5627).

Due to the high volume of applications received, the Hiring Department will contact you

directly, should you be selected to advance in our recruitment process.

All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information.

EEO Equal Employment Opportunity

The City of Houston is committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, genetic information, veteran status, gender identity, or pregnancy.