

DESCRIPTION: Under limited supervision of the State Wellness & Benefits Administrator, performs complex administrative and technical program support activities in the operation, development, and interpretation of provisions of the State of Nebraska Employees Benefits Program including health insurance, dental insurance, vision insurance, Flexible Spending Accounts (FSA), Health Savings Account (HSA), Section 125 plan-Internal Revenue Service (IRS), life insurance, long-term disability insurance, Employee Assistance Program, Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), early retiree insurance program. Guides the work of other Employee Benefits program staff and agency human resources as a lead worker; performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a single-level, full performance job classification restricted in use to the Department of Administrative Services (DAS) – State Personnel Division. Positions perform a wide range of employee benefits administration work for the State government-wide benefits program. This work is guided by diverse State and federal laws, regulations, and policies. State agency based positions performing benefits work, which have a more limited agency-wide scope, are assigned to other Personnel classes, or administrative or technical support classes.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all of the duties that may be assigned.)

Oversees the Employee Benefits help desk function. Monitors to see emails and phone calls are handled professionally, timely, and accurately. Researches and responds to escalated questions or concerns from human resource partners and agency leadership about the Employee Insurance Benefits program benefits including eligibility, policies, processes, benefit utilization, regulatory compliance, Section 125-IRS, Human Resources Information System (HRIS), COBRA, Family Medical Leave Act (FMLA), and more.

Oversees approval or denial all benefit enrollment requests submitted through Human Resource Information System (HRIS) including new hires, status changes, life events, and termination of benefits. Confirms eligibility, reviews supporting documents; and ensures completeness, consistency and conformance with the Section 125-IRS Code to maintain integrity of qualified tax status of the plan; advises the employee or agency of additional documentation required for processing.

Manages benefit programs through the HRIS platform. Recommends configuration, research, test business processes, and communicate processes to appropriate users such as employees and Human Resource (HR) staff. Monitors HRIS workflows and processes to ensure accuracy including identifying eligibility and calculating correct premiums for payroll.

Coordinates the State's Annual Open Enrollment project. Develops and tests HRIS; assists State Benefits Administrator with health plan renewal and rate setting; prepares communication for leaders, vendors, HR staff and employees; schedules and organizes HR staff and benefit vendor meetings; schedules and participates in employee meetings at various agencies; updates Benefits and Wellness website; assists HRIS information technology staff with vendor eligibility files; conducts participation and election analysis and reporting.

K17420 – PERSONNEL BENEFITS SPECIALIST (continued)

Conducts HRIS data integrity audits to ensure information within system is accurate. Partners with DAS-State Accounting/Payroll Division to ensure accurate premiums are collected through participant paychecks

Interprets, develops, and administers the Affordable Care Act (ACA) requirements that affect the State of Nebraska health plans including Form 1094/1095, ACA-related fees, and the ACA measurement period lookback to ensure all full-time employees are offered health insurance benefits.

Leads the implementation of new and modified employee benefit programs, procedures, and processes.

Drafts and analyzes Requests for Proposals (RFP) for insurance benefit contracts. Evaluates renewals of benefit contracts.

Prepares the Annual Health Insurance Report for the legislative Appropriation Committee.

Meets with benefit vendors to review benefit programs performance, customer service, participation, and contractual requirements. Reviews and analyzes utilization reports and outcomes. Makes recommendations for future program enhancements and offerings.

Prepares and presents communication of benefit policies, procedures, and processes to State agencies and employees. Maintains the Wellness and Benefits website, Options Guide, HR Administration Guide for Benefits, recruiting brochure, and other benefit-related publications. Evaluates content, prepares and distributes updates, and trains appropriate staff.

Evaluates and compares existing State benefits with those of other relevant employers by analyzing other plans, surveys, and sources of information. Completes benefit surveys received.

Analyzes health plan data and prepares reports as requested for the State Benefits Administrator, State Personnel Director, and Governor.

Reviews death, long-term disability and waiver of premium claims to determine completeness of filing and sends to insurers for processing; follows up on payment after claim is complete.

Administers all Qualified Medical Child Support Orders (QMSCO) received by the State's health plan in accordance to the terms of the court document.

Facilitates the administration of State Law Enforcement Bargaining Council (SLEBC) benefits through the State's HRIS system. Administer their Open Enrollment in the Employee Work Center. Communicates between SLEBC covered employees and agency HR staff regarding benefit-related issues and questions.

Conducts research and prepares technical correspondence on impact of legislative proposals impacting the State's benefit program. Prepares technical correspondence which explains employee benefit policies, procedures, and processes to State and local government officials, Ombudsman's office, and participants to answer their inquiries and facilitate proper application of benefit procedures and processes.

Develops, interprets, and implements policies, standards and procedures related to federal and State benefit regulations and State benefit regulations including but not limited to ACA, Health Insurance Portability and Accountability Act (HIPAA), and IRS.

K17420 – PERSONNEL BENEFITS SPECIALIST (continued)

Researches national trends and developments in the benefits administration area and develops recommendations and proposals for changes in current benefit program for review by benefits administrator.

Completes special projects, as assigned. Tasks may include researching information, auditing data, preparing communication, and more.

Maintains the HR Administration Guide for Benefits; evaluates content, prepares and distributes updates, and trains agency HR staff.

KNOWLEDGE, ABILITIES, AND SKILLS REQUIRED: (These may be acquired on the job and are needed to perform the work assigned.)

Knowledge of: employee benefit program administrative procedures; HRIS/benefit system functionality; Microsoft Excel, Outlook, Word, Powerpoint applications; Affordable Care Act, COBRA, FMLA, and Section 125 regulations.

Ability to: provide written and oral customer services; interpret State and federal laws, regulations, statutes, technical manuals, policies, procedures, and documents; present information correctly and concisely to all levels of employees individually and in groups; handle confidential and stressful situations with employees; analyze, review, and compile information; prepare complex written reports on technical statutory and carrier contract issues; formulate practices and procedures for implementing new projects.

MINIMUM QUALIFICATIONS: (Applications will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Four years of experience in using employee benefits procedures or policies for an employer.

OR

Bachelor's Degree in business, human resources, or related business degree and one year experience in using employee benefits procedures or policies for an employer.

OR

Associate's Degree in business or public administration, human resources management, or related field and two years of experience in using employee benefits procedures or policies for an employer.