

**DEPARTMENT OF JUSTICE
DIVISION OF OPERATIONS
OFFICE OF HUMAN RESOURCES
PAYROLL AND BENEFIT SERVICES
BENEFITS UNIT**

NAME: Vacant

JOB TITLE: Associate Personnel Analyst (APA)

STATEMENT OF DUTIES: Under the general direction of the Staff Services Manager (SSM) I, the APA serves as a consultant for the Office of Human Resources, Payroll and Benefit Services (PBS), Benefits Unit. The APA serves as the Department's Health Benefits Officer (HBO) and Subject Matter Expert (SME) for all state-sponsored benefit programs and is responsible for a wide variety of the more complex and highly technical benefit management duties which includes, but is not limited to: Medical and Dependent Reimbursement Accounts; Flex and CoBen Cash; health, dental, and vision programs; Other Post-Employment Benefits (OPEB) deductions; Health Care Cash Benefits; and dependent eligibility and re-verification. The APA provides consultation to employees on all aspects of the enrollment process; conducts benefits orientation as part of the onboarding of new employees; and serves as the administrative processor of health benefit transactions in accordance with CalPERS and Department policy and procedure. The APA administers and manages all aspects of the annual benefits open enrollment process which includes, but is not limited to: evaluating and disseminating annual benefit changes; the roll out of annual health benefit information to the department employees; updating the intranet. Plans, coordinates, and markets the annual Department of Justice (DOJ) wellness fairs; works cooperatively with peers and professional staff to meet the needs of program management and employees; exercises good judgment, communicates effectively, and portrays a professional and positive demeanor at all times.

SUPERVISION RECEIVED: Reports directly to the SSM I.

SUPERVISION EXERCISED: None. May act as a lead over less experienced consultants.

TYPICAL WORKING CONDITIONS: Enclosed cubicle in a smoke-free environment. Work performed on a desktop computer and some light filing of paper records required.

ESSENTIAL FUNCTIONS:

45% Serves as the DOJ's HBO and SME regarding all aspects of state-sponsored benefits. Independently responds to all benefit-related questions regarding regular and open enrollment, coverage eligibility, coverage cost, retirement benefit transitioning, loss of coverage/Direct Pay, and COBRA. Consults with employees, evaluates needs, and facilitates all benefit transactions including enrollments, deletions, additions, and other changes. Works with CalPERS and SCO in a liaison capacity to resolve complex employee benefit issues, and composes and files appeals when necessary. Works in conjunction with PBS and FSLU staff to process complex health

Associate Personnel Analyst
Duty Statement

benefit transactions arising from unique situations such as separations, retirements, deaths, and special leaves. Serves as the point of contact for all benefit providers and control agencies (e.g., Delta Dental, VSP, CalPERS, and CalHR) with regard to health, dental, and vision benefit issues. Monitors and analyzes new legislation, control agency directives, and memorandum of understanding changes related to benefits administration, and provides summary of impact to management. Manages and resolves all complex issues related to pay and benefit programs such as Other Post-Employment Benefits (OPEB) deductions, correcting premium deductions, Affordable Care Act, Health Care Cash, Flex spending and Flex Cash benefit programs. Escalates enrollment forms to control agencies and/or benefit providers when necessary.

- 30%** Develops, implements, and conducts a recurring comprehensive onboarding program to address the needs of all new DOJ employees. Conducts regular onboarding presentations and consultative services in both group settings and in one-on-one employee meetings. Analyzes each employee hire (i.e., classification, bargaining unit identifier, appointment type and timebase) to determine and provide the appropriate onboarding materials. Updates materials (new hire benefits packet, health benefit aids, presentations, handouts, etc.) utilized in onboarding sessions. Serves as the primary contact for new DOJ employees and assists them through successful implementation of benefit selections. Tracks and records all enrollments activities and reports data metrics to the SSM II, PBS.
- 10%** Facilitates the triannual Dependent Re-Verification (DRV) program for state-sponsored health and dental benefits, which includes composing and disseminating employee notifications, and analyzing and processing employee substantiation documents. Deletes ineligible dependents and provides COBRA notices. Assists with control agency audits related to the DRV program. Reports data metrics to the SSM II, PBS.
- 10%** Plans, coordinates, and markets the annual Wellness Fairs. Contacts vendors, coordinates and reserves facilities at various DOJ worksite locations across the State, coordinates travel, and provides materials. Creates and disseminates marketing materials for these events. Attends all events state-wide, and oversees the setup and take down of all Wellness Fair materials. Tracks and records all enrollments activities and reports data metrics to the SSM II, PBS.
- 5%** Special Projects as assigned, such as assistance with other control agency audits, assisting the Position Information Management Systems (PIMS) and/or Family Medical Leave Act (FMLA) and Special Leaves Unit (FSLU) teams, other payroll or benefit projects.

I have read and understand the essential functions and typical physical demands required of this job, and I am able to perform the essential functions with or without reasonable accommodation. (Refer to the Essential Functions Health Questionnaire, STD. 910.)

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____