



**Job Title: Benefits Analyst**

**Reports to:** Compensation and Benefits Manager  
**Department:** Human Resources  
**Compensation:** CA-13  
**Number of Days:** 12 Months  
**Overtime Status:** Non-Exempt  
**Date Job Revised:** August 20, 2014

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**Position Summary:** Primary responsibility for long term disability, death claims, 403(b), and 457 savings plans. Also enrolls employees in various insurance policies.

**Minimum Qualifications/Job Requirements:**

**Education:**

- High school diploma or equivalent.
- Some college hours in business or accounting preferred

**Experience:**

- Prefer medical insurance program, flexible benefit plan experience

**Specific Training/Skills:**

- Working knowledge of Microsoft Excel and Access programs necessary

**Physical Requirements (If Applicable):**

**Other:**

- Strong interpersonal skills
- Self-motivated
- Effective oral written skills highly desired
- Supervisory experience a plus

**Customer Contacts (Internal and External):**

- **Internal:** ESC staff, current employees.
- **External:** Former employees, State of Oklahoma Group Board member service division, participating vendors in Tulsa Public Schools benefit plans and District consultants.

**Essential Job Functions:**

- Assist in the open enrollment process for medical, dental, vision, life insurance plans and the flexible benefits spending plans.

- Coordinate the deposits and payments of the flexible spending plans with American Fidelity Insurance Company.
- Reconcile and maintain account balances with American Fidelity Insurance Company of all new employees, terminations, resignations and retirees, who are participating within the flexible spending plans.
- Process and maintain additions and changes to employee's enrollment in the Tax Sheltered Annuity Programs.
- Perform annual audit of employees enrolled in the Tax Sheltered Annuity plans. Process death claims for the District Life coverage and any supplemental coverage acquired by employee.
- Maintain current beneficiaries information on file for all life insurance Companies.
- Assist eligible and existing employees with enrollment as required by the State of Oklahoma Insurance Board.
- Work closely with State of Oklahoma Insurance Board and TPS Accounting Department on employees' insurance payments, and the reconciliation of the insurance billing from the State.
- Assist Director of Compensation/Benefits with queries and reports for benefits.
- Assist Compensation and Benefits Manager on special projects and assignments as requested.

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