Department of Employment Services

VIRTUAL hiring fair

JOB TITLE	Benefits Business Analyst		
GRADE	12	SALARY RANGE	$73,906 - $94,543

JOB SUMMARY

This position is located in the Office of Paid Family Leave (OPFL). The mission of the Office of Paid Family Leave is to plan, develop, and administer a paid leave program for the District of Columbia under the provisions of the Universal Paid Leave Amendment Act of 2016 ("Paid Leave Act"). The Paid Leave Act provides up to eight weeks of parental leave to bond with a new child, six weeks of family leave to care for an ill family member with a serious health condition, and two weeks of medical leave to care for one's own serious health condition. On July 1, 2019, the District will begin the collection of taxes from employers and on July 1, 2020, the District will begin administering paid leave benefits.

DUTIES AND RESPONSIBILITIES

The incumbent of this position will be required to identify, review, define, and document workflow processes used to develop and process Paid Family Leave data. Make recommendations and develop plans for process and procedural implementations. Coordinate with Information Technology (IT) staff and subject matter experts to reduce gap management by documenting all known procedural and business processes and creating solutions to resolve programmatic issues.

Under the direction of the Associate Director, the incumbent plans, manages, organizes, coordinates, and monitors activities and functions of projects and processes in cooperation with other departments and outside contacts.

Designs and conducts evaluations, surveys, or special studies to determine Paid Family Leave program needs and assists in the planning, implementing and control of Paid Family Leave benefits programs.

Provides technical assistance to internal and external stakeholders, agency staff, and government agencies on Paid Family Leave programs and in the interpretation of the laws, policies, and rules governing the programs. Prepares administrative program releases, creates and updates operating manuals, and designs and revises forms and informational pamphlets. Provides data analysis and prepares statistical reports to determine trends and potential deficiencies in the Office of Paid Family Leave and provides recommendations based on findings. Will be required to track performance, manage required reports, and assist in the dissemination of communications related to standard operating procedures. Researches and recommends new or revised operations and measures that will enhance the completion of standard programs and special projects. Incumbent also observes and analyzes programs to verify reported information and to review compliance with guidelines or

QUALIFICATIONS AND EDUCATION

This position requires the ability to translate federal and state guidelines into functional business rules. Requires knowledge of data validation techniques and project management principles. The individual must be able to interpret state and federal laws, rules, policies and procedures and develop programs, processes, guidelines, and desk manuals to ensure compliance with same. Must be able to work with diverse groups to determine their business needs and develop attainable solutions. Specialized knowledge of claims processing, benefits claim payment processes, the District of Columbia unemployment Compensation Act, DCFMLA, FMLA, or any benefits systems, business requirements, and benefits administration system functionality.