



Intercare Insurance Solutions Job Description

Job Title:	Benefit Analyst	FLSA Status:	Salaried
Office Location:	San Diego	Division:	IIS
Department:	Employee Benefits	Date:	2009

Summary:

Organize requests for proposals (RFP), RFP results, reporting and any additional tasks delegated by Account Manager to help in serving clients by performing the following duties.

Essential Duties and Responsibilities:

- Interpret benefits and claims data for inclusion in a Request for Proposal
- Organize carrier & vendor bids received and follow-up on non-responses and late submissions
- Communicate with Account Managers and Producers on status of bid activity
- Review insurance bids for compliance with RFP specifications
- Identify key differences in bids
- Maintain client database within internal systems
- Create and populate spreadsheets with bid data
- Use Excel formatting techniques to create presentation materials
- Add/maintain client access to external online portals
- Assist with client-related service issues, including enrollment meetings if necessary

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Strong critical thinking skills
- Team Work - Supports everyone's efforts to succeed.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- Quality Management – Demonstrates attention to detail.
- Public Speaking – Ability to speak in front of groups to convey benefit information



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Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelors degree preferred or some college work; or at least 2-3 years related experience and/or training; or equivalent combination of education and experience.

Language Skills:

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Conversational Spanish-speaking ability is a plus.

Math Skills:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

To perform this job successfully, an individual should have intermediate knowledge of Microsoft Word, PowerPoint software, and Microsoft Excel. Knowledge of Project Management software and Database software is a plus.

Other Requirements:

The applicant must hold a valid California driver's license. Candidates with California Life Agent licenses are preferred.

Supervisory Responsibilities:

This job has no supervisory responsibilities.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly required to talk or hear.
- The employee is frequently required to stand; walk; sit and use hands to finger, handle, or feel.
- Specific vision abilities required by this job include Close vision and Distance vision.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.