Human Resources Job Function

HR Benefits Analyst Mgt V
Grade: 59
Job Code: H0159M
Job Family: HR Benefits
Job Family Matrix: HR Benefits Matrix

Summary
Provide leadership in the strategy, implementation, and administration of benefit programs to ensure they are competitive, cost-effective, and in alignment with the University’s objectives and key strategies.

Core Duties
- Responsible for effective staff management for a group or team of employees, including hiring and orientation, training and development, workflow and performance management, and the promotion of an inclusive and innovative work environment
- Participate in the design of benefit plans and provide overall program management including data analysis, committee presentations, implementation, administration and vendor management
- Ensure programs are competitive, cost-contained and of high quality by monitoring industry trends in the workforce marketplace
- Create administration policies, processes, customer services and procedures to ensure programs are administered fairly, consistently, accurately and in compliance with government regulations
- Select, monitor and evaluate third-party vendors and service providers to ensure programs are managed by high-quality, financially sound organizations; manage data issues, vendor projects, customer service, compliance and overall service level reporting
- Provide consulting advice and counsel to senior management on plan issues, changes and improvements in benefits programs
- Collaborate with Benefits Finance to project and manage the cost of benefits plans within budget
- Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations

Basic Qualifications
- Bachelor’s degree or equivalent work experience required
- Minimum of 8 years’ relevant benefits experience
- Supervisory experience

Additional Qualifications and Skills
- Advanced knowledge of Microsoft Office Suite
- Strong working knowledge of applicable federal and state laws, regulations and guidelines, including the Employee Retirement Income Security Act (ERISA) and IRS Sections 125, 403(b), 457(b) and 401(a), is preferred
- Knowledge of PeopleSoft preferred

Certificates and Licenses

Physical Requirements

Working Conditions
- Work is performed in an office setting