Human Resources Job Function

HR Benefits Analyst Mgt VI
Grade: 60
Job Code: H0160M
Job Family: HR Benefits
Job Family Matrix: HR Benefits Matrix

Summary
Provide leadership in the overall 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
- Oversee the design of the benefits programs including data analysis, committee presentations, implementation, and administration and vendor management
- Recommend strategies for providing a comprehensive employee benefit program for the University; ensure program is competitive, cost-contained and of high quality by monitoring industry trends in the workforce marketplace
- Create implementation and 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 leadership, 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
- Master’s degree or equivalent work experience required
- Minimum of 10 years’ relevant benefits experience
- Supervisory experience

Additional Qualifications and Skills
- Advanced knowledge of Microsoft Office Suite, especially Excel
- 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)

Certificates and Licenses

Physical Requirements

Working Conditions
- Work is performed in an office setting