

## Human Resources Job Function

# HR Benefits Analyst II

Grade: 56

Job Code: H0156P

Job Family: HR Benefits

Job Family Matrix: [HR Benefits Matrix](#)

### Summary

Provide analytical support to collect, analyze and interpret data to ensure that the benefit program administration is in compliance with plan and contract provisions. Identify cost trends and opportunities for plan design modifications and process improvements.

### Core Duties

- Provide detailed information to the HU community about health and welfare plans, pension plans and calculations, tax deferred annuities, life insurance options, and/or disabilities programs
- Review and analyze vendor reports and PeopleSoft data to ensure that the current benefit programs are in compliance with plan and contract provisions
- Collect and interpret program level utilization and claims data trends to identify cost trends and opportunities for plan design modifications and/or process improvements
- Provide support for other compliance and non-discrimination testing
- Assist in the development of new processes and procedures to improve efficiency both internally and with vendor partners
- Collaborate with other Health and Welfare analysts on the development of implementation action plans
- Coordinate vendor management activities, which include hosting regular service meetings, maintaining a log of issues and working with the vendor to ensure timely resolution of problems
- Conduct competitive benefits analyses and cost projections
- Act as a key participant on the Open Enrollment Team and conduct internal benefits training and orientations
- 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 3 years' relevant work experience

### Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, especially Excel
- Working knowledge of applicable federal and state laws, regulations and guidelines, including the Employee Retirement Income Security Act (ERISA)

### Certificates and Licenses

### Physical Requirements

### Working Conditions

- Work is performed in an office setting