

Human Resources Job Function

HR Benefits Analyst III

Grade: 57

Job Code: H0157P

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

- Administer and review benefit programs(s); develop, document and implement all administrative processes and procedures and provide input to plan changes
- Serve as vendor manager for select benefit programs; facilitate meetings, review and approve invoices, manage claims processes, etc.
- Review and analyze reports, identify trends and ways to reduce claims; recommend plan improvements and cost savings
- Assist employees with benefits program(s) including claims processing and customer service issues
- Identify trends in customer service inquires and develop processes to address and mitigate concerns
- Develop and foster relationships with local HR and Faculty Affairs staff to ensure benefit programs are administered appropriately
- Ensure compliance with University Human Resources policies, procedures, and requirements and applicable legal regulations

Basic Qualifications

- Bachelor's degree or equivalent experience required
- Minimum of 5 years' relevant benefits experience

Additional Qualifications and Skills

- Knowledge of Microsoft Office Suite, advanced Excel skills
- 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