Human Resources Job Function

HR Benefits Analyst IV
Grade: 58
Job Code: H0158P
Job Family: HR Benefits
Job Family Matrix: HR Benefits Matrix

Summary
Provide management and oversight of benefits programs, projects, and vendor relations. Manage the implementation of program changes and ensure high levels of transactional accuracy, data integrity and issue resolution.

Core Duties
- Evaluate and manage benefit program(s); create action plans and processes to ensure programs are administered fairly, consistently and accurately
- Monitor and evaluate third-party vendors and service providers; manage data issues, vendor projects, customer service, compliance and overall service level reporting
- Provide subject matter expertise to benefits consultants on complex plan questions and issue resolution
- Develop and maintain data integrity procedures including an audit strategy in order to minimize large scale problems; identify and escalate potential critical errors
- Ensure all file transmissions to vendors and internal customers are monitored for accuracy; identify and correct errors
- Serve as compliance and benefits liaison to Central Finance and benefits committees in plan design and strategy
- Lead new benefit plan implementations; identify teams and tasks, develop timeline and communications
- Establish and monitor effective and relevant metrics; develop and produce reports
- 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 7 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)
- Knowledge of PeopleSoft preferred

Certificates and Licenses

Physical Requirements

Working Conditions
- Work is performed in an office setting