

Human Resources Job Function

HR Benefits Analyst Mgt III

Grade: 57

Job Code: H0157M

Job Family: HR Benefits

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

Summary

Manage the administration of benefit programs(s) and vendor relations. Analyze programs and identify opportunities for plan improvements and cost savings.

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
- 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 inquiries 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 work experience required
- Minimum of 5 years' relevant benefits experience

Additional Qualifications and Skills

- Supervisory experience
- 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), is preferred

Certificates and Licenses

Physical Requirements

Working Conditions

- Work is performed in an office setting