

## Human Resources Job Function

# HR Benefits Consultant IV

Grade: 58

Job Code: H0058P

Job Family: HR Benefits

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

### Summary

Provide management and oversight of benefits programs, projects, and vendor relations. Lead program changes and manage the implementation of plan changes.

### Core Duties

- Apply subject matter expertise to administer benefits programs and resolve employee benefits questions/issues
- Deliver retirement and executive counseling for former, current, and prospective faculty and staff members
- Collaborate with local Human Resources and Faculty Affairs personnel to ensure each school's benefits related objectives are obtainable
- Act as a resource and coach for Benefits Representatives regarding best practices in benefits administration and customer service
- May develop, implement, and maintain robust benefits educational products, including training and seminars; provide education to faculty and staff on employee benefit initiatives and practices for current offerings
- 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
- Advanced 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