

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