**Title:** Benefits Specialist  

**Pay Scale Group:** 15

### Essential Function

Under general supervision from a designated administrator, assist with the implementation, administration and evaluation of various employee benefit plans and programs with a special focus on retirement plan administration.

### Characteristic Duties

Assist with development, implementation and administration of various employee benefit plans and programs primarily retirement plans;

Maintain in-depth knowledge and expertise in retirement plan administration, makes recommendations on pending legislative actions regarding retirement plan administration, conduct retirement plan research, responds to issues, and answer queries;

Identify necessary changes in business processes to ensure efficient and accurate workflow and the best utilization of Resources; works with HR staff to develop and implement improved processes;

Assist with implementation of retirement plan changes specifically related to the 403(b) and 457 plans;

Assist individuals in their preparation for retirement from the university;

Assist with decision making and problem resolution of complex retirement plan administration issues; develops effective solutions and options;

Act as a liaison to university and external agents, including UC retirees;

Assess department needs, perform analysis and provide recommendations;

Conduct training of benefit, retirement plan and other human resources-related subjects to external departments; Serve on various committees;

Perform related duties and special projects based on departmental need.

### Minimum Qualifications

Bachelor’s degree with five (5) years experience; -OR- Associate’s degree with seven (7) years experience; -Or- nine (9) years experience. Degree must be in business administration or related field. Experience must be in business, fiscal or human resources programs and include three years supervision.