**Classification Specification for Unclassified Service**

**Title:** Benefits Generalist

**Pay Scale Group:** 14

**FLSA:** Exempt

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**Essential Function**

Under general supervision from a designated administrator, coordinate, manage and participate in the daily activities of the Benefits Department. Facilitate the delivery and implementation of employee benefit plans and programs.

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**Characteristic Duties**

- Primary contact in resolving complex staff and customer service issues and concerns.
- Research, analyze and interpret university policies and procedures, benefit plan provisions and bargaining unit agreements.
- Assist in the development of new policies and procedures.
- Provide assistance and information to the general public, university community and government agencies in response to requests, complaints, etc., and follow up in accordance with appropriate policies and/or contracts.
- Serve on various committees as needed.
- Research and develop benefit presentations as needed.
- Utilize HR systems and make recommendations for improvements.
- Perform related duties based on departmental need.

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**Working Conditions**

- N/A

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**Minimum Qualifications**

- Bachelor’s degree with one (1) year experience; -OR- Associate’s degree with three (3) years experience; -OR- five (5) years experience. Degree and experience must be in employee benefits, business administration or a related field. Some positions may require one (1) year supervision.

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*New:* August 2011

_Last updated:_

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*An affirmative action/equal opportunity institution*