Title: Human Resources Benefits Analyst

Pay Scale Group: 15
FLSA: Exempt

Essential Function

Under general supervision from a designated administrator, investigate, evaluate and resolve HR Benefit system issues, including but not limited to master data integrity and management issues/problems.

Characteristic Duties

- Investigate, evaluate and resolve HR Benefit system issues (e.g., master data integrity and management issues/problems).

- Provide data analysis and reporting

- Assist with the implementation of benefit plan changes.

- Provide technical research, plan interpretation and educational support to staff.

- Act as a resource to internal and external constituents.

- Review and coordinate employee communication materials (e.g., annual enrollment and employee benefit website).

- Participate on various departmental and university-wide committees and projects.

- Perform related duties based on departmental need.

Unusual Working Conditions

Sitting and viewing a computer screen for long periods of time.

Minimum Qualifications

Bachelor's degree with three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven (7) years experience. Degree must be in business, human resources, or related field. Experience may require at least one (1) year supervision.

Last updated: April 2010