Title: Senior Benefits Specialist

Pay Scale Group: 15

Essential Function

Under general supervision from a designated administrator, assist with development, implementation and administration of various employee benefit plans and programs.

Characteristic Duties

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

Maintain in-depth knowledge and expertise in employee benefits services, makes recommendations on pending legislative actions regarding benefits, conduct benefits research, responds to benefits issues, and answer benefits 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 decision making and problem resolution of complex human resources/benefits issues; develops effective solutions and options;

Act as a liaison to university and external agents;

Assess department needs, perform complex analysis and provide recommendations;

Conduct training of benefit and 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 three (3) years experience; -OR- Associate’s degree with five (5) years experience; -OR- seven (7) years experience. Degree and experience must be in human resources or related field. Experience may require at least one (1) year supervision.

Created 3-29-13 Eve Underhill