Manager, Benefits

Job Code 50018330

General Description
Responsible for interpreting federal and state laws, rules and regulations to develop internal policies and procedures for day- to- day administration of benefit programs.

Examples of Duties
Administer benefit programs by interpreting federal and state regulations and developing internal policies and procedures.
Administer miscellaneous programs by interpreting federal and state regulations and developing internal policies and procedures.
Conduct complex benefit counseling to employees and retirees.
Research and escalate issues.
Analyze and execute eligibility and enrollment transactions for multiple benefit programs.
Conduct activities for Annual Enrollment and other special enrollment periods.
Process applications for disability income benefits and life insurance claims.
Create communications on various benefit programs.
Develop and oversee coordination of the Financial Planning Fair and series of financial education workshops for faculty and staff.
Develop and oversee New Employee Welcome.
Generate and analyze various management reports.
Respond to benefit surveys.
Serve as a subject matter expert for SAP and other systems regarding benefit programs and employee records.
Complete special assignments.
Generate, analyze and submit required HRIS reports to the State Comptroller’s Office.
Perform other duties as assigned.

Knowledge, Skills, and Abilities
Knowledge of: general human resources principles, federal and state laws and guidelines related to human resources and employee benefits.

Skill in: presentation skills: prepare material, determine content, format and style; identify accommodations for presentation; develop agenda.

Ability to: present materials effectively to groups of up to 200 on topics related to employee benefit programs; supervise a staff; utilize employee database for information to complete required reports; communicate via email on and off campus.
Experience and Education
To qualify for this classification, an individual must possess any combination of experience and education that would likely produce the required knowledge, skills, and abilities.

Other Requirement
None