

Benefits Analyst Senior

Job Category: Human Resources

Requisition Number: BENEF01535

[Apply now](#)

Posted: January 8, 2021

Full-Time

Dallas, TX, USA

Travel Required: Yes

Job Details

Description

Salary Range: \$69,900 - \$93,200

Job Posting: www.oncor.com

Job Grade: 11E (for internal use only)

Post Date: 01/08/2021

Close Date: 01/15/2021

Relocation is approved for this position.

Summary

The Senior Benefits Analyst works directly with the Manager, Pension & Thrift Benefits, the Health & Welfare Benefits Team, HR leadership, internal business partners to administer benefit programs, plan and implement projects and maintain day to day vendor relationships to support Oncor's benefits objectives. The incumbent will ensure benefit programs are administered in compliance with plan documents and regulatory requirements. Independently performs the majority (90-95%) of job responsibilities and may refer to Benefits Manager on more complex issues.

Key Roles & Responsibilities

Directly or through others, the incumbent:

- Ensures regulatory compliance and appropriate administration of company pension, 401(k), and health savings plans.
- Partners with other departments (Finance, HRIS, Payroll, IT, etc.) as well as external vendors (Record-keeper, External Audits, Actuaries). In particular, focus on interfaces and process improvements across departments and with vendors.
- Conducts research, utilizes and analyzes available data to report program results and metrics. Manipulates large amounts of data to provide required reporting.
- Stays abreast of current developments and trends in the benefits field.
- Maintains day to day contact with various benefit vendors, ensuring that their services meet Oncor's needs.
- Receives and resolves escalations of complex pension, 401k and Health Savings Account benefit

matters.

- Ensure consistency in plan administration and regulatory compliance, including the preparation and mailing of SARs, SMMs and 5500s.
- Plans, develops and creates presentations on benefits information. Leads meetings and presents information to various employees, retirees, managers, leadership and other groups.

Education, Experience, & Skills

The minimum education:

- Bachelor's degree in Business Administration, Human Resources or related field or equivalent work experience.

The minimum experience:

- Five years of progressive experience in direct design, implementation, and administration of defined benefit and defined contribution benefits programs preferred.
- Full understanding of benefit plans such as 401(K) and ERISA required.
- CEBS certification preferred.
- Finance / Accounting experience a plus.
- A qualified candidate should be a subject matter professional in benefit compliance: ERISA, DOL, IRS, etc. with the ability to conduct appropriate analysis of cost impact of benefit programs.
- Experience using MS Office Tools to manage/manipulate data and to create reports and presentations.
- Experience utilizing UltiPro preferred.

The minimum skills:

- Strategic thinking ability – broad understanding of implications and potential results of decisions and actions, ability to anticipate issues and outcomes.
- Ability to communicate, negotiate and develop simple solutions for complex issues with internal and external stakeholders.
- Ability to represent Human Resources and Benefits in a positive fashion to employees, executives, and leadership.
- Proficiency using MS Office Tools, including Excel, Word, Access, and Power Point, including vlookup, pivot tables, and report writing. Able to manage large amounts of data for analysis and reporting.
- Demonstrated ability to plan and manage projects.
- Demonstrated commitment and dedication to the highest quality of professional work and service to clients.
- Strong strategic, analytic, interactive and time management skills coupled with high energy and motivation.
- Excellent organizational and communications skills to effectively interface with all areas of the company and the HR function.

Physical Requirements

- Occasional long, irregular hours.
- Use of a PC, computer terminal and/or telephone over four hours a day.
- Occasional bending, twisting, crouching, pulling, pushing, and/or reaching to access job-related materials

Measures of Success

- Favorable overall opinions regarding benefits function from stakeholders including employees, management and retirees.

Travel Required

Yes. up to 25%

Qualifications

Education

Required

High School or better.

Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

Powered by UKG