



<u>POSITION TITLE</u>	Benefits Analyst
<u>DEPARTMENT</u>	Human Resources

POSITION SUMMARY

The Benefits Analyst supports the company's business objective to attract and retain talent. The person in this role will provide some expertise in employee benefits. This role also supports administration of the company's benefit plans, leave of absence and worker's compensation. The person in this role will utilize judgment and experience to perform a variety of complicated tasks. Includes opportunity for professional growth in HR benefits discipline.

ESSENTIAL FUNCTIONS

- Administers benefit plans, 401k, and leaves of absence with vendor support.
- Responds to employee and management inquiries and provides guidance on eligibility and enrollment for benefits and leave of absence.
- Utilizes HRIS and leave administration vendor to help assess and track eligibility for benefits and leaves of absence, and prepares and maintains correspondence to facilitate this.
- Provides paperwork to employees and manages documentation regarding leaves of absence approvals and the return-to-work process.
- Works collaboratively with the Director of Total Rewards in developing benefit strategies, including cost share and plan offerings, and ensuring a successful onboarding experience and timely delivery of services.
- Performs some vendor management and plan management responsibilities.
- Participates in broker and vendor review meetings entailing analytical reporting and metrics on program costs and trends; with follow-ups to support recommendations for improvements and cost-savings measures.
- Makes recommendations for process improvement and accurate workflow and creates and updates process documentation.
- Occasionally works with vendor to investigate claims discrepancies, provide information in non-routine situations and resolve administrative problems with the carrier representatives.
- Responsible for maintaining employee benefit files and other documents according to record retention requirements and established guidelines.
- Occasionally processes claims in accordance with federal and state regulations. (FMLA, ADA, COBRA, etc.).
- Reviews SPD's, benefits communications and other benefits-related documents in a peer-review process.
- May assist with and administer reward and recognition programs and total rewards programs.
- Researches and stays current with changes in benefits and related legislation. (HIPAA, Patient Protection Affordable Care Act (PPACA)).
- Works with human resource business partners in field to assist with benefits and leave inquiries.
- Uses discretion and independent judgment in performing most tasks above.
- Responsible for meeting and exceeding customer service levels.

This list is not inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.

SKILLS

Mandatory Requirements

- Excellent verbal and written communication skills
- Proven interpersonal skills, with the ability to work effectively with all levels of management and employees
- Ability to prioritize workload and self-manage projects, handle multiple tasks
- Solid attention to detail abilities



- Good time management and organizational skills
- Ability to perform and thrive in a servant leadership environment
- Review of invoicing for accuracy with support of reconciliation vendor
- Must have the ability to manage highly confidential information
- Proficient in Microsoft Office programs, email, and internet
- Understanding of basic benefits compliance
- Effective problem-solving skills
- Ability to operate in a fairly fast paced and changing environment

Preferred Skills

- Knowledge of Workday and ADP Vantage – strongly preferred
- Intermediate benefits compliance knowledge
- Work with reviewing benefits reports

EDUCATION

Preferred Requirements

- Bachelor's degree

EXPERIENCE

Mandatory Requirements

- Minimum 4+ years progressive human resources benefits experience
- Preference for previous benefits analyst experience, but will consider benefit specialist experience
- Previous work with HRIS systems at intermediate knowledge user level

WORKING CONDITIONS

- Works in an office environment
- Partial telecommute provided
- Little to no travel will be necessary

ORGANIZATIONAL RELATIONSHIPS

- Reports to Director of Total Rewards

FLSA STATUS

Exempt

PHYSICAL REQUIREMENTS

The physical demands include, but are not limited to sitting, standing, walking, communicating, seeing, hearing, use of hands, and lifting.

OTHER REQUIREMENTS

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.