



Sr. HR Consultant – Benefits

Sr. HR Consultant - Benefits #3464

Position Description

Administers company benefit plans including group health (active and retiree), group life, disability, and/or other related employee plans.

Responsible for understanding and recommending plan design related to Health & Welfare plans. Partner with outside consultant recommendations for changes in plan design. Monitor trends in employee benefit plans to ensure plans are competitive from an attraction and retention perspective. Ensure plans comply with governmental laws and regulations.

Monitor and administer activities related to the administration of employee benefit plans with limited supervision including but not limited to (as specified by position):

- Health (active and retiree), dental, and vision care
- Group and dependent life insurance (active and retiree)
- Accidental death and dismemberment
- Premiums, taxes and deductions including coordination of retiree deductions from pension payments
- Annual open enrollment
- New hire procedures

Provide information and guidance to management, employees, retirees, regulatory agencies, consultants/actuaries, health care providers, and others on matters including but not limited to:

- Claims and appeals
- Benefit statements
- Retirement
- Eligibility determinations
- Disability benefits
- Governmental regulations and guidelines
- New hire procedures
- Annual open enrollment

Compile, process, verify, prepare and/or provide guidance in the preparation of information and reports including but not limited to:

- Employee benefit coverage/costs
- Correspondence to employees, health care providers, vendors, etc.
- Benefits statements and confirmation letters
- Legal review of benefit contracts
- Regulatory filings
- Annual audits

Partner with internal communications to provide employee and retiree benefits communications. Ensure proper change management to focus on successful buy-in of new or changed programs. When appropriate, conduct employee communication meetings, annual enrollment meetings, and/or retirement seminars.

May lead, direct and guide staff members at lower levels.

Regular and reliable attendance is required in performance of job.

Employee may be required to perform additional duties as assigned.

Position Requirements

REQUIREMENTS FOR THIS POSITION

- Highly proficient in Excel
- Health and welfare plan administration experience
- Vendor management (benefit plan administrators)

PREFERRED SKILLS

- Retiree experience
- Union experience

Preferred Bachelor's Degree human resources, business administration, related field or equivalent combination of education and relevant experience

Experience with retiree medical and collectively bargained contracts preferred

Experience with benefits administration vendors

Experience with and advanced knowledge of employee benefit plans, policies, and procedures

Experience with and advanced knowledge of governmental laws and regulations pertaining to employee benefits.

Experience interacting, collaborating, and building relationships with both internal and external customers.

Experience in use and function of office tools, equipment, and applicable software applications to position including using computers.

Highly proficient with technology including Excel and reporting systems.

Experience and/or training related to:

- Human Resources System (HRS)
- Benefit plans including collectively bargained contracts
- Interpersonal/communication skills
- Handling confidential information
- Problem resolution

Experience researching and/or analyzing employee benefit plans, surveys, policies, procedures, reports and correspondence.

Experience reviewing and interpreting company policies and procedures, governmental regulations and guidelines, actuarial evaluations, legal opinions, contracts, and other benefit related documents.

Experience interacting, advising, and communicating effectively.

Experience developing information, conducting meetings, and making presentations.

Demonstrated ability to read and write fluently in English.

Minimum Applicable driver's license.

Preferred Certified Employee Benefits Specialist (CEBS) or Professional in Human Resources (PHR) would be beneficial

Mobility to travel in and around office surroundings.

Able to operate office tools and equipment required.

Communicate and/or exchange verbal and written information; conduct oral presentations and/or meetings.
Visual abilities sufficient to perform job duties.