



## **JOB DESCRIPTION**

**Position Title – Benefits Analyst**

LOCATION – Houston - Corporate Office

<b>Name</b>	
<b>Department</b>	Human Resources
<b>Reporting To</b>	HR Manager
<b>Date of Hire</b>	

### **Summary**

The Benefits Analyst is responsible for directing and planning the day-to-day operations of group benefits programs (group health, dental, vision, short-term and long-term disability, life insurance, travel and accident plan, flexible spending plan, retirement plans, ESOP, etc.). This position provides excellent customer service and designs quality benefits plans. The Analyst continually investigates new benefits programs, improves existing programs, and supervises and monitors benefits administration.

### **Duties and Responsibilities**

- Research employee benefits plans and vendors to identify those that present the best value.
- Design, recommend and implement new benefits programs. Examine possible plan designs and benefits cost changes.
- Negotiate with vendors and administrators for best plans, options, and rates.
- Serve as primary contact for plan vendors, third-party administrators, and benefit brokers.
- Coordinate transfer of data to external contacts for services, premiums, and plan administration.
- Evaluate and revise internal processes to reduce costs and increase efficiency.
- Administer and manage leave of absence programs such as FMLA, LOA, ADA, and parental leave programs.
- Ensure compliance with applicable government regulations. Ensure timeliness and accuracy of required reporting and fees.
- Coordinate daily benefits processing. Handle enrollments, COBRA, terminations, changes, beneficiaries, disability, accident and death claims, rollovers, QDROs, QMCSOs, distributions, loans, hardships, and compliance testing.
- Oversee maintenance of employee benefits files, maintain group benefits database and update employee payroll records.
- Perform annual 401(k) and ESOP audits.
- Audit monthly benefit invoices for discrepancies, terminations, new participants, etc.
- Analyze current benefits, evaluating the use, services, coverage, effectiveness, cost, plan experience and competitive trends in benefits programs, and identify the company's stance.
- Prepare plan census reports. Collect and organize data for broker assessments. Review data in conjunction with insurance brokers.
- Review both short- and long-range cost estimates/projections and relevant statistical analyses regarding modifications in benefits programs and implementation of new programs.

- Survey industry trends. Complete benefits surveys and review information obtained from the results. Analyze complex benefits information. Forecast trends and assist with future benefits designs. Develop specific recommendations for review by management.
- Provide customer service support to internal and external customers. Develop communication tools to enhance understanding of the company's benefits package.
- Design and distribute materials for benefits orientations, open enrollment and summary plan descriptions.
- Deliver benefit presentations for open enrollment and other educational forums.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Computer proficiency and technical aptitude with the ability to use Microsoft products, including PowerPoint; experience with HRIS and benefits databases.
- Project and team management/leadership skills and experience.
- Proven ability to work effectively in a team environment with associates.
- Effective planning and priority setting. Ability to manage several complex projects simultaneously while working under pressure to meet deadlines.
- Strong analytical skills and a thorough knowledge of plan designs.
- Ability to understand, evaluate and make judgment on proposals (RFPs).
- Knowledge of benefits contract language.
- Knowledge of all pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting employee benefits programs, including the ACA, ERISA, COBRA, FMLA, ADA, Section 125, workers' compensation, Medicare, OBRA, and Social Security and DOL requirements.
- Excellent communication and organization skills.
- Demonstrated ability to present information succinctly to large groups.

## **Education and/or Experience**

- Bachelor's degree in human resource management or related field, and three to five years of related benefits or employee benefits administration experience.

## **Certificates, Licenses, Registrations**

- SHRM-CP OR SHRM-SCP highly desired.

## **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

Signature Employee / Date	
Signature Direct Line Manager / Date	