



## ONCOR Position Description

<b>Job Title:</b>	Manager of Employee Benefits	<b>Title Code:</b>	
<b>Reports To:</b>	Director of Benefits	<b>Date Prepared:</b>	07/26/2024
<b>Function / Sub Function:</b>	Human Resources	<b>Prepared By:</b>	Becky Hall
<b>Approved By:</b>		<b>Grade:</b>	A 14E

### Summary

- Manage employee benefit programs, projects, and vendor relationships to support the strategic priorities of Oncor. Assures employee benefit plans and programs are administered in compliance with plan documents and regulatory requirements. Manages the work of external vendors, direct reports and key content experts to meet project goals and corporate objectives.

### Key Roles & Responsibilities Directly or through others, the incumbent:

- Provide direction and oversee vendor relationships related to employee benefits including the third party TPA. Clearly communicate expectations and hold vendors accountable.
- Inspire, motivate and develop direct reports.
- Support compliance by providing required documentation as requested internally by benefits compliance team such as review of Summary Plan Descriptions, posting of legally required documents, and researching audit specific questions related to the active employee Plan.
- Manage health savings account benefit administration. Coordinate with TPA, Fidelity, payroll and other key stakeholders for accurate and efficient management of the program.
- Work with Sr. Manager of Benefits on daily Thrift Plan participant and Company matching contributions and ensure they post timely and accurately.
- Partner with Payroll and HRIS team to ensure accurate benefit deductions. Support payroll through year end processes related to benefits such as imputed income and other taxable benefits.
- Partner with HRIS team to ensure timely and accurate census files. Support audits between the HR and Benefit TPA systems.
- Research and resolve employee issues/appeals related to active employee benefit plans and options.
- Manage health and welfare nondiscrimination testing and provide required information to third party vendor as appropriate.
- Research and review ongoing benefit plan design and legislation and discuss with management changes that affect employee benefit Plan for the company.
- Provide necessary documentation to support rate case activities.
- Responsible for coordinating vendors and internal HR teams to effectively design and deploy communications related to employee benefits. Coordinates Annual Enrollment materials, meetings and ongoing learning opportunities via webex or on site meetings.
- Counsels with all levels of employees regarding these plans.
- Work effectively on cross-functional teams on innovative and transformative projects as assigned.

### Education, Experience, & Skill Requirements

- Bachelor's degree in Business Administration, Human Resources or related field or equivalent experience required.
- 7+ years progressively responsible experience in direct design, implementation, and administration of employee benefit programs preferred.
- Ability to effectively present complex information to employees from entry level to upper management and executive level.
- Ability to design, develop and implement programs that support a known business strategy.
- Experience working with outside providers including third party administrators, record-keepers, legal counsel, financial consultants.
- Experience or demonstrated ability to effectively manage direct reports.
- Occasional long, irregular hours.
- Use of a PC, computer terminal and/or telephone over 6 hours a day.
- Occasional bending, twisting, crouching, pulling, pushing, and/or reaching to access job-related materials.
- Open workspace office environment.