

Benefits Systems Analyst Senior – DI – COE – Ft Worth – 1805236 – Exempt – No Clearance Required

**Contact: Kerry Moreland
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Job Summary

Provides leadership, analysis and guidance to global benefits administration team in quality assurance, reporting, and Benefits Administration Systems project management. Coordinates with internal departments and vendors as it relates to Benefits Administration and systems requirements. Assists with the coordination of system setup and testing for annual enrollment and responsible for setting up new projects throughout the year to ensure that they are loaded to the HRIS system properly and payroll deductions occur.

Principal Accountabilities

- Oversees the accurate and timely flow of benefits information from DI to third party administrators.
- Reconciles interface reports and performs root cause analysis on discrepancies.
- Drives resolution of errors with third party administrators.
- Provides quality control for deliverables to ensure accuracy of critical items such as enrollment, leaves, and terminations.
- Manages relationships with internal PeopleSoft (PS) support and external vendor/carrier IT as required for successful data management.
- Governs all Benefits testing within PS/HRIS as required to ensure data integrity for updates, modifications, changes, corrections by PS Support, HRIS, Payroll, coordinating with the Global Benefits Manager for utilization of appropriate personnel to complete tasks.
- Responsible for system set-up/updates to new and existing programs and contracts.
- Develops and maintains systems procedures for the administration of Health & Welfare (H&W) Plans including medical, dental, vision, life AD&D, Dependent Life, Disability Flexible Spending Accounts and Health Saving Accounts.
- Coordinates complex projects and deliverables such as annual enrollment, critical reporting requirements and benefits premium split-pricing.
- Studies CBA contracts to ensure critical elements are monitored and implemented.
- Serves as subject matter expert and resource to benefits team members and HR representatives on HRIS systems setup.
- Supports reporting requirements for ACA compliance including affordability testing.
- Develops and generates reports to meet management requests and business needs for HR Global Benefits related data and statistics as needed.
- Performs other duties as assigned.

Knowledge & Skills

- Demonstrated proficiency in computer skills including Excel, PowerPoint, PeopleSoft Benefits Admin and SharePoint applications.

- Thorough knowledge of regulations regarding H&W plans including ERISA, HIPAA, COBRA, FMLA, etc.
- Superior customer service skills.
- Good organizational and problem solving skills.

Experience & Education

- Four (4) years of experience in Human Resources required; experience with HRIS, benefits administration preferred.
- Bachelor's degree in an associated discipline required; Bachelor's degree in Human Resources, Math, IT, Finance or Accounting preferred. Two (2) years of experience in Human Resources or related field may be substituted for each year of the four (4) years of college. PeopleSoft Benefits Admin experience preferred.
- Federal government contracting industry/Service Contract Act experience is desired.
- CEBS certification or completed classes preferred.

Physical Requirements/Working Environment

- Normal office environment.

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