



POSITION TITLE Benefits Analyst

DEPARTMENT 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.

ESSENTIAL FUNCTIONS

- 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.
- Administers all benefit plans, 401k, and leaves; provides paperwork, responds to employee and management inquiries and provides guidance, assesses and tracks eligibility, prepares and maintains correspondence, and processes claims in accordance with federal and state regulations. (FMLA, ADA, COBRA, etc.).
- Performs vendor management and plan management responsibilities.
- Maintain vendor contact 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.
- Reviews SPD's, benefits communications and other benefits-related documents in a peer-review process.
- Supports a comprehensive employee compensation program to attract and retain qualified employees.
- Helps to create 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 resources Teammates on policy development, administration and employee relations issues as needed.
- Uses discretion and independent judgment when recommending services, analyzing trends and providing guidance.
- Responsible for meeting and exceeding customer service levels.
- Provides assistance with analytical reporting and maintain metrics on program costs and trends; prepares recommendations for improvements and cost-savings measures.
- Makes recommendations for process improvement and accurate workflow and creates and updates process documentation.

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
- Intermediate to advanced user abilities of HRIS system
- Review of invoicing for accuracy



- Must have the ability to manage highly confidential information
- Proficient in Microsoft Office programs, email, and internet
- Understanding of basic benefits compliance
- Good time management and organizational skills
- Ability to prioritize workload and self-manage projects, handle multiple tasks
- Effective problem-solving skills
- Strong attention to detail
- Ability to operate in a fairly fast paced and changing environment

Preferred

- Knowledge of ADP Vantage – strongly preferred
- Intermediate benefits compliance knowledge

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
- Some telecommute available
- Little to no travel will be necessary

ORGANIZATIONAL RELATIONSHIPS

- Reports to Director of Total Rewards
- Position(s) which directly report to this position; and number of employees in each position: None

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.