

Benefits Analyst: Benefits Analyst I

Develops and/or administers any of the company's employee benefits programs. These benefits may include all or part of the following: vacation, holidays, sick leave, medical/dental coverage, long-term disability, group life, retirement programs, savings programs, pension programs, unemployment, and leaves of absence. Also may provide counseling to employees. Evaluates present programs through research, surveys, and analysis of benefit trends to ensure plans are competitive and current. Acts as a liaison with Corporate Benefits contacts and vendors. May negotiate contracts. Interprets and ensures compliance with local, state and federal regulations. Conducts and participates in meetings to describe, explain and respond to questions concerning various benefit programs. Prepares and/or reviews printed material regarding benefit plans. Mediates problems between employees and assigned plans working with providers and third party administrators. Recommends potential changes to plans.

Knowledge

Limited use and/or application of basic principles, theories, and concepts. Limited knowledge of industry practices and standards.

Problem Solving

Solves routine problems of limited scope and complexity following established policies and procedures.

Discretion/ Latitude

Work is closely supervised. Follows specific, detailed instructions.

Impact

Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.

Liaison

Contacts are primarily with assigned employee group. Acts as internal customer support for benefit related issues.

Work Products (Examples may include but are not limited to)

Communicates company programs and policies and benefit information. Participates on committee projects. Assists in developing new benefit programs.

Minimum Education and Experience

1+ years directly related experience with Bachelor's Degree in Human Resources, Business Administration or related field. Basic MS Word, PowerPoint and Excel skills.