

# Benefits Analyst: Benefits Analyst II

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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**

Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts, and principles.

## **Problem Solving**

Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.

## **Discretion/ Latitude**

Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.

## **Impact**

Contributes to the completion of organizational projects and goals. Errors in judgement or failure to achieve results would normally require a moderate expenditure of resources to rectify.

## **Liaison**

Frequent internal company and external contacts. Represents organization on specific projects.

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

Coordinates and communicates company programs and policies. Develops benefits communications. Leads committees. Performs simple benefits analysis and creates reports.

## **Minimum Education and Experience**

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