

# Benefits Analyst: Benefits Analyst III

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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**

Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices.

## **Problem Solving**

Develops solutions to a variety of complex problems. May refer to established precedents and policies.

## **Discretion/ Latitude**

Work is performed under general direction. Participates in determining objectives of assignment. Plans schedules and arranges own activities in accomplishing objectives. Work is reviewed upon completion for adequacy in meeting objectives.

## **Impact**

Exerts some influence on the overall objectives and long-range goals of the organization. Erroneous decisions or failure to achieve objectives would normally have a serious effect upon the administration of the organization.

## **Liaison**

Represents organization as a prime contact on contracts or projects. Interacts with senior internal and external personnel on significant matters often requiring coordination between organizations.

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

Interprets company programs and policies. Develops benefits communications. Researches programs/tools and presents recommendations. Performs benefits analysis and reports findings. Assists in negotiation of benefits contracts.

## **Minimum Education and Experience**

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