

# Benefits Analyst: Sr. Benefits Analyst

---

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**

Contributes to the development of new concepts, techniques and standards. Considered expert in field within the organization.

## **Problem Solving**

Develops solutions to complex problems which require the regular use of ingenuity and innovation. Ensures solutions are consistent with organization objectives.

## **Discretion/ Latitude**

Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.

## **Impact**

Effects of decisions are long-lasting and heavily influence the future course of the organization. Errors in judgment or failure to achieve results would result in the expenditure of large amounts of company resources.

## **Liaison**

Serves as consultant to management and special external spokesperson for the organization on major matters pertaining to its policies, plans, and objectives.

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

Participates in developing programs and implementing policy to help attain organizational objectives. Researches programs and outside resources and prepares proposals that may include such items as new plan design and cost analysis. Completes white papers on programs or processes. Negotiates benefits contracts.

## **Minimum Education and Experience**

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