

# 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.

Level 1		Level 2		Level 3		Level 4	
Benefits Analyst I		Benefits Analyst II		Benefits Analyst III		Sr. Benefits Analyst	
Knowledge	Limited use and/or application of basic principles, theories, and concepts. Limited knowledge of industry practices and standards.	Frequent use and general knowledge of industry practices, techniques and standards. General application of concepts, and principles.		Complete understanding and application of principles, concepts, practices and standards. Full knowledge of industry practices.		Contributes to the development of new concepts, techniques and standards. Considered expert in field within the organization.	
Problem Solving	Solves routine problems of limited scope and complexity following established policies and procedures.	Develops solutions to a variety of problems of moderate scope and complexity. Refers to policies and practices for guidance.		Develops solutions to a variety of complex problems. May refer to established precedents and policies.		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 closely supervised. Follows specific, detailed instructions.	Works under only very general supervision. Work is reviewed for soundness of judgment and overall adequacy and accuracy.		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.		Work is performed without appreciable direction. Exercises considerable latitude in determining objectives and approaches to assignment.	
Impact	Contributions are usually limited to task-related activities. Errors do not typically have a major effect on the organization.	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.		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.		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	Contacts are primarily with assigned employee group. Acts as internal customer support for benefit related issues.	Frequent internal company and external contacts. Represents organization on specific projects.		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.		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)	Communicates company programs and policies and benefit information. Participates on committee projects. Assists in developing new benefit programs.	Coordinates and communicates company programs and policies. Develops benefits communications. Leads committees. Performs simple benefits analysis and creates reports.		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.		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	1+ years directly related experience with Bachelor's Degree in Human Resources, Business Administration or related field. Basic MS Word, PowerPoint and Excel skills.	3+ years directly related experience with Bachelor's Degree in Human Resources, Business Administration or related field. Intermediate MS Word, PowerPoint and Excel skills.		6+ years directly related experience with Bachelor's Degree in Human Resources, Business Administration or related field. Advanced MS Word, PowerPoint and Excel skills.		10+ years directly related experience with Bachelor's Degree in Human Resources, Business Administration or related field. Advanced MS Word, PowerPoint and Excel skills.	