UNIVERSITY BENEFIT PROGRAM ANALYST

I. DEFINITIONS

UNIVERSITY BENEFIT PROGRAM ANALYST

Positions in this job title perform professional policy analyst work related to the administration of university and public employee benefit plan(s). Positions allocated to this job title develop and interpret policy in unusual or very complex cases, (e.g., federal laws and Internal Revenue Service regulations, Department of Labor and Employee Retirement Income Security Accountant guidelines, and mandatory health insurances for non-resident aliens); inform management and/or advisory policy boards of notable legal, contractual and financial developments; conceptualize overall department plans for future administrative rules, prioritize rule drafting, analyze fees and insurance premiums, determine and negotiate appropriate reductions, analyze program data, and/or review actuarial recommendations relative to the benefit plan cost structure; represent the UW System through participation in and liaison responsibilities to professional organizations dealing with employee benefits and related federal regulations; lead work teams and provide expert policy and procedural guidance and advice, technical knowledge, and insight to review committees. The work is performed under general supervision.

II. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment.

III. RELATED TITLES

University Benefits Specialist, Program and Planning Analyst, Research Analyst