

UNIVERSITY BENEFIT SPECIALIST

I. DEFINITIONS

UNIVERSITY BENEFIT SPECIALIST

This job title is used as an entry level progressing to objective level for positions that perform University Benefit Specialist work. Work is performed under close progressing to general supervision.

Positions spend the majority of time performing the following duties:

The administration of the State Benefits Package: Review all incoming benefit information, formulate policies and procedures, and establish relevant channels for dissemination. Participate in the development of major plan changes. Conduct fringe benefit surveys, analyze results, and forecast projected costs and impact. Develop language for policies relative to sick leave and vacation benefits. Work directly with insurance carriers to resolve problems.

The counseling of staff: Serve as resource person and perform advanced individual benefit counseling services to employees. Counsel on all retirement issues including selection of retirement date to maximize benefits, guiding employees through decision making, completion of related paperwork, and relating effects of retirement on other fringe benefit programs. Establish policy and procedures relating to the retirement summer session deposit program for teaching faculty. Counsel staff with leaves relative to benefit options, securing written option selection, directing payroll staff accordingly, and if working for another employer, relative to retirement participation opportunities, determining employee/employer cost and securing payments. Manage disability leaves by counseling employees and families relative to benefits available and effects of leave on employment status. Assist annuitants, employees, beneficiaries, and attorney in processing of death claims, insuring all benefits due and continuation of dependent insurance. Counsel federal staff on federal insurance and retirement. Prepare all federal retirement estimates and calculate benefits. Manage tax deferred programs at the campus level, including: review of vendor/administrator information, and dissemination to employees; provide program information and comparisons/advantages among the different tax deferred programs (TSA, deferred compensation and IRAs) to employees; and advise employees of IRS rules and regulations relating to the various programs. Discuss and explain the various investment classes/categories and payment distribution options to assist employees. Coordinate educational workshops conducted on campus by vendors or System Administration TSA experts.

II. QUALIFICATIONS

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

III. RELATED TITLES

Payroll and Benefits Specialist, Payroll and Benefits Supervisor