



HUMAN RESOURCES

GREAT JOBS, GREAT LIVES™

HUMAN RESOURCES PARTNER, EMPLOYEE BENEFITS

POSITION REFERENCE NUMBER: 11003-111

GENERAL FUNCTION

In conjunction with benefits consultants, manages the University's employee Health & Welfare and retirement programs. Serves as the definitive internal benefits expert. Keeps current on legislation, regulations, alternatives, latest offerings, and trends. Works extensively with all levels of employees, vendors, and benefits consultants. Serves on the Retirement Planning Committee and Chairs the Wellness Committee.

RESPONSIBILITIES

1. Benefit Program Management

- Manage the on-going operations of all employee benefit programs.
- Perform employee benefits counseling and answering of questions related to employee benefits.
- Act as the coordination point for all consultants and suppliers.
- Manage interface between employees and vendors as needed to facilitate problem resolution.
- Lead small projects to improve benefits administration processes.
- Serve as Secretary to the Retirement Plan Committee. Duties include developing agendas, coordinating meetings, keeping and publishing minutes, following up on action items of the Committee, providing guidance on employee benefit related topics, and serves as the official custodian of records.
- Chair the Wellness Committee.

2. Benefits Compliance and Reporting

- With the support of benefits consultants, ensure compliance of employee benefits programs (HIPAA, ACA, ERISA, FMLA, and COBRA).
- Coordinate the preparation and the filing of required government/legal reports (including FAS 106, 5500's, Medicare, and Discrimination Testing and ACA).
- Ensure accurate and timely completion of all benefit related surveys (CUPA, etc.).
- Serve as point of contact and facilitator for the annual 403(b) audit.

3. Benefits Communication

- Maintain employee benefit information on the RMU website to ensure its accuracy and effectiveness.
- Send informational communications to the university community regarding wellness, open enrollments, and benefit plan changes.
- Develop enrollment materials used for new hires and annual open enrollment.
- Conduct benefits orientation for employees.
- Respond to benefits related questions on the regional CUPA-HR List-serv in a timely manner with accurate information.



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4. Benefit Planning, Strategy and Program Implementation

- Review, coordinate and provide input into benefit plan and summary plan description documents, by working with in-house and outside legal staff and consultants to comply with government regulations.
- Participate in the development of a benefit strategic plan

5. Absence Coordination

- FMLA
- Short and Long Term Disability Benefits
- Workers Compensation Claims

6. Other duties and responsibilities as assigned.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Human Resource Management, Business Administration, Finance, or a related field required. Master's degree preferred.
2. Minimum of 7 years of related Employee Benefits experience and a thorough knowledge of employee benefit regulations and requirements.
3. Certified Employee Benefit Specialist (CEBS) certification desired but not required.

OTHER INFORMATION

Exemption Status: **Exempt**

Post Date: **June 30, 2017**

HOW TO APPLY

Submit a letter of interest and an attached resume to jobs@rmu.edu. To ensure proper processing, applicants must use the following subject line format:

First Name Last Name – Position Reference Number

Example: Bob Morris - 123456

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