

## ASSISTANT MANAGER – BENEFITS ADMINISTRATION\*

### **Function of Job:**

Under general direction of Manager of Benefits Administration, to assist the manager by providing direct and professional support in all phases of administering the system-wide benefits program, and to supervise operations in his/her absence.

### **Characteristic Duties and Responsibilities:**

1. Assist manager in the development of new and/or innovative major benefits programs and assure compliance with federal/state laws and regulations applicable to employee benefits.
2. In manager's absence, take appropriate action to maintain daily operations of department.
3. Be responsible for regular analysis of benefits costs and assist in creation of new year budget.
4. In conjunction with manager, be responsible for training of campus personnel/HR staff in terms/conditions of benefits program, with special emphasis on those areas requested by the campus.
5. In conjunction with manager, keep concerned USNH staff/faculty informed of latest legislative issues and new benefits programs.
6. Counsel employees and retirees in benefits matters, including long-term disability, life insurance and conditions/terms of various retirement programs, and assure proper processing of necessary forms/documentation.
7. Maintain communications with employees/retirees to respond to benefits questions, and as necessary intervene with provider on their behalf.
8. Assist in calculations of early retirement stipends, calculate maximum exclusion allowance, and maintain data base/appropriate records.
9. In conjunction with manager, develop and implement system-wide communication program.
10. Perform other related duties as assigned.

### **Minimum Acceptable Qualifications:**

Bachelor's degree and one year of related benefits experience or Associate's degree and three years of related benefits experience.

Familiarity with group benefits programs.

Administrative and supervisory ability.

Knowledge of accounting methods and data processing procedures.

6/2/87

System Approval

6/2/87

Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

\*Original approved 5/11/76 and revised 7/30/80 and 3/30/83 as "Benefits Coordinator."