

MANAGER OF BENEFIT OPERATIONS

Function of Job:

Under general direction of Associate Director of Human Resources - Benefits, assist in the development, administration, legal compliance, and delivery of comprehensive System benefits program, assist in the management of vendors and service providers, supervise staff, provide counsel to System HR Offices, and manage benefit programs in absence of Associate Director.

Characteristic Duties and Responsibilities:

1. Assist director 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. Supervise daily department operations, and in absence of Associate Director, manage all departmental operations.
3. Manage administration of all group benefits relating to vendors, employee, and retiree billing.
4. Manage worker's compensation program, including liaison with insurance carrier, state regulatory agencies, System-wide HR Offices, and System legal counsel, and coordination of meetings with vendor.
5. Manage human resource information system for all benefits related information and act as liaison with payroll, controller's office, campus HR offices, and computer services assigned to human resources; provide leadership for information system benefit initiatives and enhancements.
6. Supervise the administration of retirement and pension programs, in addition to separation incentive programs, special agreements, and early retirement programs; provide verification of retirement benefits and calculation of maximum exclusion allowances.
7. Supervise, hire, train, evaluate, and assign work to staff and make salary recommendations.
8. Oversee development and implementation of System-wide employee communications, both written and oral, and prepare and distribute benefit informational materials and certificates.
9. Supervise and assist in developing the Benefits budget and monitor/review budget as assigned.
10. Serve as liaison with internal and external auditors and consultants.
11. Maintain thorough understanding of applicable federal regulations, such as COBRA, HIPAA, and retirement plan laws and regulations.
12. Supervise review and retention of employee benefit files and develop administrative procedures to enhance cost-effective operations.
13. Advise and assist with writing and revising benefit plans and make recommendations regarding benefit plan changes.
14. Provide counsel to campus HR staff concerning policies and procedures related to benefits, assist with benefit data gathering for labor negotiations, and assist with reports and analysis as assigned.
15. Perform other related duties as assigned.

Minimum Acceptable Qualifications:

1. Bachelor's degree in Human Resources CEBS, or related field, and five years of experience in benefits, and/or human resources, accounting, HRIS.
2. Supervisory experience.
3. Computer skills as required by department.

Additional Desirable Qualifications:

1. Work experience in a college/university.
2. Master's degree in business administration or related field.

11/14/05
System Approval

11/14/05
Effective Date

Revised – original approved 4/30/98 as Associate Manager of Benefit Operations

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.