JOB DESCRIPTION
(Date)

POSITION TITLE: Employee Benefits Administrator

REPORTS TO:

I. PRIMARY RESPONSIBILITIES:

Responsible for administration of employee benefits for the entire organization. As needed, provides special guidance and assistance to all locations on various employee benefit plans. Surveys industry and/or community to determine company's competitive position in employee benefits. Develops, recommends, and installs approved, new, or modified plans and employee benefit policies, and supervises administration of existing plans. Develops cost control procedures to assure maximum coverage at the least possible cost to company and employee.

II. ESSENTIAL FUNCTIONS:

Administers employee benefits programs such as retirement plans; basic hospital, medical, surgical, and major medical plans; term life insurance plans; temporary disability programs; and accidental death policies.

Evaluates and compares existing company benefits with those of other employers by analyzing other plans, surveys, and other sources of information. plan, develops, and/or participates in area and industry surveys. Analyzes results of surveys and develops specific recommendations for review by management.

Develops specifications for new plans or modifies existing plans to: (a) maintain company's competitive position in labor market, and; (b) obtain uniform benefit package for all company locations, where possible.

Recommends classes of eligible employees for new or modified plans. Develops census data and solicits insurance companies for Quotations. Evaluates quotations and makes recommendations to management. Develops company cost information for new plans and makes recommendations to management concerning sharing of cost between employer and employee.

Installs approved new plans and changes by preparing announcement material, booklets, and other media for communicating new plans to employees. Conducts employee meetings and arranges for enrollment of employees in optional plans. Conducts employee benefit seminars for local personnel. Revises and reissues all communications material on benefits from time to time. Advises and counsels management and employees on existing benefits.

Prepares and executes, with legal consultation, benefit documentation such as original and amended plan texts, benefit agreements and insurance policies. Instructs insurance carriers, trustees, and other administrative agencies outside the company to effect changes in benefit programs. Ensures prompt and accurate compliance.

Assists in development of company bargaining proposals for employee benefits and analyzes union benefits demands. Obtains and prepares cost data for company and union proposals and final settlements.

Assures company compliance with provisions of Employee Retirement Income Security Act.
Supervises preparation of reports and applications required by law to be filed with federal and state agencies, such as Internal Revenue Service, Department of Labor, insurance commissioners, and other regulatory agencies. Reviews and analyzes changes to state and federal laws pertaining to benefits, and reports necessary or suggested changes to management. Coordinates company benefits with government-sponsored programs.

Assures that existing and new benefit programs are adaptable to standard computer and reporting systems. Develops benefit information and statistical and census data for actuaries, insurance carriers, and management.

Handles benefit inquiries and complaints to ensure quick, equitable, courteous resolution. Maintains contact in person, and by phone or mail, with hospitals, physicians, insurance companies, employees, and beneficiaries to facilitate proper and complete utilization of benefits for all employees. Supervises maintenance of personnel records for all sales and New York paid personnel. Supervises maintenance of enrollment, application, and claims records for A benefit plans.

III. QUALIFICATIONS AND EXPERIENCE:

Bachelor's degree in business or human resources management, with at least three years' experience in benefits administration. Certified Employee Benefits (CEB) specialist designation desired. Strong persuasive and writing skills required.