



TEXAS WOMAN'S
UNIVERSITY™

DATE ISSUED: 03/17
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Manager, Benefits

JOB SUMMARY

Performs responsible administration of state benefit programs, plans, develops and administers employee voluntary benefits plans and coordinates the administration of the human resources records. Plans include but are not limited to health insurance, life insurance, disability, dental, flexible spending, FMLA, sick leave pool, and retirement and savings plans. Directs preparation and distribution of informational literature and verbal presentations to notify and advise eligible employees of benefits programs. Researches, designs and evaluates voluntary benefit options. Work is performed independently under limited supervision and performance evaluation is based upon completion of assignments and results obtained. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Director, Human Resources

Supervises: Sr. HR Generalists

ESSENTIAL DUTIES - May include, but not limited to the following:

- Answers policy and practice questions for area of responsibility.
- Oversees the Worker's Compensation Insurance program, including appropriate training for departments.
- Counsels employees regarding Teacher Retirement and Optional Retirement procedures benefits and options.
- Processes necessary paperwork for retirement of employees.
- Presents an overview of benefits and performs enrollment of benefits for new faculty and professional/administrative employees.
- Works with the Graduate School by providing graduate assistant benefit orientation and enrollment in benefits.
- Develops and conducts annual enrollment meeting for benefits programs.

- Oversees the TEXFLEX reporting and communication.
- Responsible for reconciliation of monthly insurance reports.
- Assists ERS with the processing of death claims.
- Processes special exception requests with ERS when warranted.
- Calculates the maximum exclusion allowance for 403(b) annuities and performs appropriate data entry when appropriate.
- Oversees TSA/ORP procedures compliance and communication with carriers.
- Updates and maintains the TWU 403(b) Plan Document.
- Coordinates the recertification process for the TSA/ORP carriers.
- Counsels faculty on procedures as applicable to insurance and retirement eligibility for return to work retirees.
- Oversees the State Deferred Compensation Program and related reports.
- Prepares ORP/TSA reports for the Coordinating Board.
- Maintains benefit coding and parameters in the Oracle Advanced Benefits System.
- Responsible for data entry in ERS and Oracle Advanced Benefits.
- Develops and conducts employee training and new employee orientation programs related to areas of responsibility.
- Develops and conducts retirement planning programs.
- Conducts website review for accuracy of information and links.
- Tests and confirms newly installed Oracle patches for impact on functionality in system.
- Interacts and communicates with external vendors.
- Assigns job duties and monitors task completion.
- Monitors contracts and vendors.
- Ensures compliance with state and federal laws.
- Keeps abreast of changing regulations that may affect employee benefits.
- Prepares and reviews reports in order to monitor on-going benefits results.
- Conducts employee evaluations.
- Plans, organizes and directs general Benefits department activities.
- Recommends new and/or improved benefit options and cost-saving measures.
- Evaluates and compares existing benefits with those of other employers by analyzing other plans, and other sources of information and develops specific recommendations for review by management.
- Responsible for ACA Reporting.
- Tracks Voluntary Benefits.
- Coordinates adjunct benefit eligibility and enrollment.
- Coordinates Pioneer Assistance Scholarship (PAS).
- Performs TRS 22I Verification.
- Coordinates 457 deferred compensation plan.
- Performs element entry adjustments in Oracle.
- Implements new benefits plan in Oracle Advanced Benefits.
- Audits payroll regarding benefits enrollment.
- Responsible for leave without pay administration and approval.
- Responsible for Sick Leave Donation program.
- Responsible for Parental leave administration.

- Responsible for development of policies and procedures under area of responsibility and may assist with Human Resources related policies.
- Responsible for establishing job standards for subordinate staff and effectively evaluating staff under charge. The performance evaluation is conducted through the performance evaluation system and in accordance with the University Policies & Procedures.

ADDITIONAL DUTIES

- Develops communication strategies relating to all areas of Benefits
- Defines training needs for staff.
- Performs other duties as requested.

EDUCATION

Bachelor's degree in Human Resource Management or related field preferred. PHR/SPHR certification preferred.

EXPERIENCE

Five years of benefits experience, preferably in Texas higher education or state government.

REQUIREMENT

Regular and reliable attendance at the University during regular scheduled days and work hours is an essential function of this position.

KNOWLEDGE, SKILLS, AND ABILITIES - The following are essential:

- Ability to plan, direct, and evaluate a complex operation, using human resources, time, funds, and other resources for the accomplishment of long-term and short-term goals of the institution.
- Ability to establish and maintain effective work relationships with students, faculty, staff, and the public.
- Ability to provide administrative guidance within area of responsibility, providing direct training and supervision as needed.
- Ability to apply budgetary and fiscal planning techniques within financial constraints.
- Ability to organize work effectively, conceptualize and prioritize objectives and exercise independent judgment based on an understanding of organizational policies and activities.
- Ability to integrate resources, policies, and information for the determination of procedures, solutions, and other outcomes.

- Ability to communicate effectively orally, by phone, in person, and in writing.
- Ability to use a personal computer and other office equipment, including related university software and email.

PHYSICAL DEMANDS

The physical demands described in the Essential Duties and below are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

The employee may be required to travel.

WORK ENVIRONMENT

All employees are responsible for maintaining an environment that is free from discrimination, intimidation, harassment, including sexual harassment. Work is normally performed in a typical interior work environment.

SAFETY

TWU promotes a safe working environment. Employees are responsible for completing assigned tasks safely and efficiently, and supervisors are responsible for creating and maintaining a safe work environment. Employees must report any unsafe work conditions or practices, as well as any near-miss incidents, to their supervisor and Risk Management. Supervisors and employees should ensure that injury/accident reports are submitted to the Office of Human Resources and Risk Management within 24 hours of the incident.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____

Texas Woman’s University strives to provide an educational environment that affirms the rights and dignity of each individual, fosters diversity, and encourages a respect for the differences among persons. Discrimination or harassment of any kind is considered inappropriate.

*Manager, Benefits
Date Issued: 03/17
FLSA: Exempt
PTO: VCS*

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, gender, sex, sexual orientation, ethnic origin, age, veteran's status, or against qualified disabled persons.

All positions at Texas Woman's University are deemed security sensitive requiring background checks.