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## Auburn University Job Description

Job Title:	<b>Dir, Employee Benefits</b>	Job Family:	No Family
Job Code:	<b>KA32</b>	Grade 38:	\$78,900 - \$131,600
FLSA status:	Exempt		

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### Job Summary

Directs the employee benefits programs offered by Auburn University.

### Essential Functions

1. Directs benefits administration to include, but not limited to, develops and administers health/welfare and retirement plans, as well as researches, designs, and evaluates all plan offerings and serves as chair of the University Insurance & Benefits Committee.
2. Directs benefits-related communications, training programs, and websites; acts as an information resource and representative of the Payroll and Employee Benefits department to constituents across campus.
3. Manages the daily operations of the benefits section of the department to include, but not limited to, monitoring expenses, developing processes and procedures, and serving as liaison with vendors and consultants.
4. Directs and conducts constant monitoring and continuing research regarding compliance with benefits-related laws and regulations including, but not limited to, HIPAA, COBRA, S125 Cafeteria Plan rules, and PPACA.
5. Manages health/wellness related initiatives in coordination with other campus wellness resources, to include the continued development of the Healthy Tigers program.

### Supervisory Responsibility

Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

*The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.*

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### Minimum Required Education and Experience

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
<b>Education</b>	Four-year college degree	Degree in Business, Management, Accounting, Finance, Human Resources, Health Administration, Public Administration, or related field
<b>Experience (yrs.)</b>	7	Experience in implementing and administering employee benefits plans (including self funded health insurance and retirement plans) and complying with benefits related laws/regulations.

#### **Substitutions allowed for Education:**

Indicated education is required; no substitutions allowed.

#### **Substitutions allowed for Experience:**

When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

#### **Minimum Required Knowledge**

Knowledge of payroll and benefit policies and procedures, accounting and budget principles, practices, and the analysis of financial data.

#### **Certification or Licensure Requirements**

None Required.

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### Physical Requirements/ADA

No unusual physical requirements. Requires no heavy lifting, and nearly all work is performed in a comfortable indoor facility.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

Job frequently requires sitting, talking, hearing.

Job occasionally requires standing, walking, reaching, handling objects with hands, and lifting up to 25 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 8/27/2014

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