
Auburn University Job Description

Job Title: **Asst Mgr, Benefits**

Job Family: No Family

Job Code: **EB46**

Grade HR10 \$54,800 - \$93,200

FLSA status: Exempt

Job Summary

Reporting to the Manager, Employee Benefits, responsible for assisting in the managing and administration of employee benefit plans offered by Auburn University and Auburn University Montgomery.

Essential Functions

1. Provides assistance and back-up to the Manager, Employee Benefits, in the administration of all retirement, health and welfare benefit plans for the University.
2. Supervises, trains, leads and oversees a customer-oriented benefits staff consisting of two Benefits Coordinator, and one student employee, to include assigning duties, checking work, preparing evaluations, approving time off and handling disciplinary issues.
3. Administers and monitors electronic benefits systems to include electronic benefit enrollment system, Teacher Retirement Systems of Alabama database, Banner HR, ACA compliance vendor and other systems as assigned. Works collaboratively with Information Support Services and other HR functional areas in regards to systems and employee data.
4. Administers, notifies and reviews employees who may become eligible for benefit plans to include ACA eligibility, TRS eligibility, etc.
5. Manages and oversees the Auburn University retiree/survivor population insured on AU health plan and premium paid by these groups.
6. Assists in managing benefit plan handbooks, Summary Plan Descriptions, annual required notices, etc. Assures accuracy and compliance are maintained and information is disseminated as required.
7. Assists in managing special projects and annual events such as Open Enrollment, Benefit Fairs, employee educational seminars and training, required mailings, Medicare Part D subsidy, new benefit plans and employee communications.
8. Communicates with employees to inform and advise regarding confidential matters, policies, procedures and regulations in regards to payroll and benefit issues to meet customers needs.
9. Assists in managing Family Medical Leave Act (FMLA) administration and coordination with payroll specialists regarding leave, salary continuation, paid parental leave and other applicable benefits.
10. Assists and trains with Manager, Employee Benefits, as assigned.

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>
Education	Four-year college degree	Degree in Business, Management, Human Resources, Finance, or relevant.
Experience (yrs.)	5	Experience administering/managing employee benefit plans.

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of relevant laws, regulations, guidance/policy related to benefits including but not limited to, COBRA, PHI, ACA, FMLA, Flexible Spending Accounts, retirement plans, and health plans, etc.

Certification or Licensure Requirements

None Required.

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, handling objects with hands, .

Job occasionally requires standing, walking, reaching, and lifting up to 25 pounds.

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

Date: 3/4/2019
