



DATE ISSUED: 10/10
FLSA: Exempt
PTO: VCS

JOB DESCRIPTION

TITLE

Assistant Manager, Benefits

JOB SUMMARY

Performs responsible administrative work in the day-to-day management of the Benefits Department by directly supporting the Manager of Benefits with duties that encompass the administration of benefit processes, and review and correction of benefit data, supervision of all benefit office procedures. Work is performed 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: Manager, Benefits

Supervises: HR Associates - Benefits

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

Answers policy and practice questions for areas of responsibility.

Supports the Manager of Benefits.

Executes all job responsibilities of the Manager of Benefits during the absence of the Manager of Benefits.

Supervises deductions made from earnings for retirement (Teachers and Optional), hospitalization and life insurance, tax sheltered annuities, and deferred compensation.

Processes daily ERS reports and changes into Oracle Advanced Benefits (OAB).

Processes monthly ERS reconciliation and financial detail reports.

Reconciles monthly reports between ERS, OAB, and actual payroll deductions. calculates and processes corrections and special inputs as necessary.

Responsible for administering workers comp in the absence of the HR Associate for benefits and payroll.

Assistant Manager, Benefits
Date Issued: 10/10
FLSA: Exempt
PTO: VCS

Coordinates benefits for eligible graduate assistants and teaching assistants. Responsible for notifying eligible graduate students of eligibility, monitoring premium deductions, and terminating graduate assistants who are no longer eligible.

Counsels faculty and staff regarding Teacher Retirement and Optional Retirement procedures benefits and options.

Counsels faculty and staff on procedures as applicable to insurance and retirement eligibility for return to work employees.

Ensures all benefit eligible faculty and staff receive timely and appropriate notifications of eligibility for certain benefits.

Coordinates leave of absence cases including Family and Medical Leave Act (FMLA) covered absences, leaves without pay (LWOP), return-to-work programs for injured/ill employees.

Determines employee eligibility for FMLA.

Provides employees with necessary documentation and notifications of FMLA eligibility.

Coordinates with department to track FMLA hours used for continuous and intermittent leave.

Provides training to departments when necessary regarding administering FMLA.

Administrator for sick leave pool and sick leave exception policies.

Campus sick leave pool/ exception administrator.

Determines eligibility for sick leave pool and/ or sick leave exception.

Reconciles sick leave pool and sick leave exception balances.

Prepares ORP/TSA reports for the Coordinating Board.

Maintains benefit coding and parameters in the OAB System.

Responsible for data entry in ERS, OAB, and special inputs.

Bills, collects and deposits checks from employees who owe insurance premiums.

Processes disability claim forms.

Reviews on-line Personnel Transaction Forms and Template assignments to ensure proper benefit coding.

Presents an overview of benefits and performs enrollment of benefits for new faculty and professional/administrative employees.

Develops and conducts employee training and new employee orientation programs related to areas of responsibility.

Develops efficient, service oriented procedures for areas of responsibility.

Conducts website review for accuracy of information and links.

Tests and confirms newly installed Oracle patches for impact on functionality in system.

ADDITIONAL DUTIES

Verifies vesting and termination statuses for ORP/TDA companies for current and former employees.

Verifies coverage for health insurance and workers' compensation when necessary.

Performs other duties as requested.

EDUCATION

High school diploma or equivalent required. Bachelor's degree in Human Resources or a related field of study preferred. PHR/SPHR certification preferred.

EXPERIENCE

Four years state agency or higher education accounting and management experience within a benefits department. Oracle Advanced Benefits module experience preferred.

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 manpower, 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.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be able to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must have the ability to occasionally lift and/or move up to 25 pounds. Specific vision abilities include ability to distinguish the nature of objects by using the eye.

WORK ENVIRONMENT

Assistant Manager, Benefits
Date Issued: 10/10
FLSA: Exempt
PTO: VCS

Supervisors are responsible for maintaining an environment that is free from discrimination, intimidation, coercion or harassment, including sexual harassment. Work is performed indoors in an office setting. The noise level is usually low to moderate. While performing the duties of this position, the employee may be required to travel.

SAFETY

Supervisors are responsible for the safety of their employees by creating and maintaining a safe work environment. New employees should be provided with safety instruction during the first 30 days of employment and receive, as applicable, annual refresher safety training. Supervisors should operate equipment safely and report any unsafe work conditions or practices to Management or Safety Coordinator. Supervisors should insure that employees work in a safe manner and submit injury/accident reports to the Office of Human Resources within 24 hours of notification.

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:** _____

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.

Texas Woman's University is committed to equal opportunity in employment and education and does not discriminate on the basis of race, color, religion, sex, sexual orientation, or 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.