

The University of Akron  
Classification Specification

<b>Job Title:</b>	Benefits Administrator	<b>Job Code:</b>	44122
<b>Job Function:</b>	Staff	<b>Grade:</b>	119
<b>Job Family:</b>	Classified	<b>FLSA:</b>	Non-Exempt
<b>SOC Description:</b>	4000 Business / Administrative Division	<b>Date:</b>	2/17;9/14;12/12;1/08;

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**Job Summary:**

Administer group benefits for employees and retirees.

**Essential Functions:**

50% Administer and maintain active employee and retiree dependent insurance, retirement plans, and tuition remission programs. Function as a liaison between vendors and employees. Advise employees on eligibility, coverage, and other benefit related matters. Compile and maintain benefit records and documents. Investigate discrepancies and provide information in non-routine situations. Identify workplace issues and make recommendations for solutions. Educate new and existing employees and supervisors on benefit programs and tools.

50% Administer University leave programs including family medical leave act, sick, vacation, workers compensation, short-term disability and long-term disability. Coordinate disability retirements and schedule independent medical exams (IME's) as necessary. Refer complex problems to supervisor for ongoing development and improvement of leave of absences policies and procedures. Function as liaison between employee, department, and external sources such as physicians. Work cross functionally with other areas of Human Resources. Develop and provide management reports as requested. Other duties as assigned.

**Education:**

Requires 18 months of education or training beyond high school.

**Licenses/Certifications/Requirements:**

None.

**Experience:**

Requires a minimum of 2 years of human resources work experience preferably in benefits administration. Ability to retrieve and interpret data required. Strong computer skills to include word processing, spreadsheets, and databases required. Attention to detail, strong customer service skills and ability to work independently required. Ability to communicate and present complex and technical concepts verbally and in writing required.

**Leadership:**

Responsible for directing and monitoring the work of student and/or temporary workers.

**Physical Requirements:**

Job is physically comfortable; individual is normally seated and has discretion about walking, standing, etc. May occasionally lift very lightweight objects.

**Working Conditions:**

Standard working environment with possible minor inconveniences due to occasional noise, crowded working conditions and/or minor heating/cooling or ventilation problems. Near continuous use (>70% of the time) of a video display terminal.

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The intent of this classification specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description. The University requires that all University employees whose assigned duties include some involvement with The University of Akron's intercollegiate athletics program, comply with all relevant NCAA Bylaws in performing their work.