

HOWARD UNIVERSITY
Position Description

POSITION TITLE:	Benefit Analyst	SALARY GRADE:	HU-12
DATE CREATED:	December 1, 2014	EEO CODE:	02
JOB CODE:	2607	FLSA STATUS:	Exempt
BARGAINING UNIT:	N/A		

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: Under direction, performs data analysis work, involving moderate responsibility, complexity and variety to coordinate and formulate resources to address any and all requests for informational and technical data based on the health and welfare plans sponsored by the University; ensuring accurate and timely response to same.

SUPERVISORY ACCOUNTABILITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts include executives, administrators and employees from all divisions and departments within the university structure. External contacts include auditors, representatives from federal, state and local regulatory agencies and vendors.

PRINCIPAL ACCOUNTABILITIES:

- Schedules and tracks internal and external requests for department data and employee census data.
- Confirms validity and appropriate authorization for information.
- Collects, analyzes, generates and reviews data that is needed for intra-department, inter-departmental and external use.
- Ensures accuracy of the data and that responses are provided in a timely manner.
- Tests and maintains automated systems which support client case processing and technical services performed by the division.
- Ensures availability of systems and technical resources needed for benefit plan participant profiles, pension/annuity projections, claims processing and tracking, premium processing and invoice reconciliation, benefit statement generation, actuarial data and census data for contract renewals or bids.
- Develops scheduled, ad hoc and managerial reports.
- Coordinates interface of department automated systems with University/Hospital payroll and human resource and financial accounting systems; and report generation.
- Serves as liaison to internal and external auditors.

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Confers with software vendor representatives, technical and professional staff to resolve issues, problems or concerns pertaining to products or services.

Performs other related duties as assigned.

CORE COMPETENCIES: Experience in using computer-based information processing systems.

Experience and competence working with accounting data and systems.

Skill in financial planning or analysis.

Proficiency in the use of personal computers, financial, word-processing and spreadsheet applications.

Demonstrated ability to meet deadlines, be flexible, work well under pressure and on multiple projects simultaneously with great efficiency and attention to detail.

Competence in both oral and written English.

Commitment to excellence in serving students, faculty and staff.

MINIMUM REQUIREMENTS: Bachelor's degree in Human Resources Management, Business Administration or closely related field and minimum of 3-6 years of relevant experience. 11 years of related work experience may be substituted in lieu of educational qualifications.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____ **DATE:** _____
Department Manager/Supervisor

CERTIFIED BY: _____ **DATE:** _____
Department of Compensation & Performance Management

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