

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Benefits Counselor Supervisor **SALARY GRADE:** HU-13
DATE REVISED: December 1, 2014 **EEO CODE:** 01
JOB CODE: 2602 **FLSA STATUS:** Exempt
BARGAINING UNIT: N/A

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

BASIC FUNCTION: The purpose of this position is to act in a leadership role in counseling, educating, and disseminating HU employee benefits information to employees, retirees and other stakeholders. Plan, develop and carryout benefits counseling policies and procedures.

SUPERVISORY ACCOUNTABILITY: Responsible for providing limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Typically responsible for performing some non-supervisory duties in addition to supervisory responsibilities. May perform staff evaluations and make recommendations regarding pay and/or performance.

NATURE AND SCOPE: Internal contacts include executives, administrators, faculty, staff and students of the department and the University at large with special emphasis on the Budget and Controller's Offices. External contacts include representatives from federal, and District of Columbia government, other colleges and universities, professional associations, consultants, vendors, alumni and the general public.

PRINCIPAL ACCOUNTABILITIES: Plan, develop and carryout benefits counseling policies and procedures.

Manage the activities of Benefits Counselors including training, workflow management, assignment scheduling etc.

Responsible for training direct reports and clients on PeopleSoft Benefits functionalities (i.e. Employee self service, Base Benefits, BenAdmin)

Responsible for managing the new employee benefits orientation process and holding benefits counseling sessions during open enrollment and as needed.

Serve as project leader on ad hoc and recurring projects with University wide impact.

Serves as internal consultant on federal and local laws (COBRA, HIPPA, FMLA, HIPPA etc.).

Responds to sensitive, complex and difficult inquires from management, employees and the general public concerning benefits matters, and resolves problems or issues arising from such inquiries.

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Perform other job-related duties as assigned.

CORE COMPETENCIES:

Considerable knowledge of federal, state and local laws and regulations affecting human resources including but not limited to ERISA, COBRA, HIPAA, ADA, FLSA, and FMLA.

Excellent project management lifecycle skills, including planning methodologies, time tacking, leadership etc.

Proficiency in the operation of computers, related software applications (word-processing, spreadsheet, database, graphic presentations, information systems, etc.) and standard office equipment.

Communicate effectively orally and in writing with a diverse population.

Must be detail-oriented and organized.

Ability to manage and meet timelines, multi-task and prioritize assignments, independently.

Ability to solve programs involving many variables.

Ability to analyze data utilizing a variety of techniques.

Ability to exercise discretion and ensure a high level of confidentiality.

Ability to establish and maintain effective and harmonious work relations with faculty, staff, students and the general public.

**MINIMUM
REQUIREMENTS:**

Bachelor's Degree in human resource management, business administration or related field and 5-7 years of related work experience. 12 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.

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SIGNATURES REQUIRED:

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

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