

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Sr. Benefits and Pension Analyst **SALARY GRADE:** HU-14
DATE REVISED: December 01, 2014 **EEO CODE:** 01
JOB CODE: 2603 **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 difficult benefit analysis work, involving considerable responsibility, complexity and variety to support the mission of Howard University. Plans, develops and administers human resource policies and procedures in an integrated PeopleSoft HR/Finance environment. This work requires in-depth analyses, and frequently requires the development of new policies and procedures for successful resolutions. Serves as project leader for highly complex and significant projects that have University-wide impact. Provides technical leadership and direction to others in the performance of analytical benefits work.

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 administrators, faculty, staff and students of the department and the University. External contacts include vendors, contractors, visitors and the general public.

PRINCIPAL ACCOUNTABILITIES: Responsible for updating and maintaining applications, writing and maintaining new and existing reports/queries, assisting in the evaluation, implementation, and thorough testing of new modules; performing internal and external data transmissions/conversions, generating extracts to PC-based analysis tools and assisting in software upgrades.

Develops and maintains baseline training documentation for department end users in conjunction with the design and implementation of systemic change in business processes based on best practices and regulatory compliance.

Acts as liaison to database administrator, developers, system administrator, and other parties with a vested interest in the operational end products of departmental operations such as vendors/providers and benefit consultants to resolve benefit/compensation issues.

Ensures health, welfare and savings plan enrollment applications and contributions elections are accurately processed in a timely fashion.

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Collaborates with senior human resource management to plan the design and delivery of new benefit initiatives utilizing information technology tools and resources.

Responsible for the effective and efficient delivery of open enrollment platform and processing of elections/changes.

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

Performs 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.

Developmental experience with Microsoft Access/Excel, Report Writers, HTML, and Websites.

Demonstrated proficiency in system analysis, design and testing techniques.

Excellent project management lifecycle skills, including planning, methodologies, time tracking, 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.

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MINIMUM REQUIREMENTS: Bachelor's degree in human resource management, business administration or related field and 7-10 years of progressively responsible professional administrative experience. 14 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 and Performance Management