

THE UNIVERSITY OF WYOMING JOB DESCRIPTION

This is a description of a staff position at the University of Wyoming not a job opening announcement. Look for current job openings at the following link: [UW Human Resources](#).

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Title: BENEFITS AND RETIREMENT SPECIALIST

Reports To: Human Resources

UW Job Code: 3722

UW Job Family: 32 - Administrative Support

SOC Code: 13-1141

FLSA: Exempt

Pay Grade: 21

Date: 1-15-15 (revised 2-18-20)

JOB PURPOSE:

Specializes in human resources at the professional level, and carries out responsibilities in benefits, administering and advising employees and management on the interpretation of benefit policies, programs, and procedures. Primary person to assist employees with understanding and enrolling in University of Wyoming benefits and retirement offerings. Consult with employees on retirement options and steps to retirement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Advise individuals regarding eligibility and coverage for such programs as health, dental, vision, group life, long- and short-term disability, retirement, income continuation, and other such policies.
- Ensure compliance with COBRA, HIPAA, and ERISA provisions, and files required State and Federal reports. Ensure compliance with ACA and stage of Wyoming insurance eligibility.
- Communicate provisions of benefit packages by way of benefit booklets, new employee orientations, website content, benefits fairs, and annual policy renewal meetings.
- Oversee preparation of annual employee census for basis of quotes from insurers and providers of benefits. Provide reports to HR management on enrollments. Provide information to campus on open enrollment.
- Help employees enroll and process elections in EGI and HCM systems. Provide customer service and resolve problems for employees related to benefits, including insurance, retirement, and paid leave.
- Interpret and explain policies, procedures, and regulations related to critical issues such as family status changes, insurance eligibility, and loss of coverage. Interpret and explain university leave policies.
- Perform retirement counseling and health insurance continuation for employees who are about to retire.

- Present information on benefits and retirement programs at new hire orientation. Coordinate and facilitate the Employee Assistance Program (EAP). Coordinate the annual benefits fair and provide benefits information at the fair.
- Ensure that new employees submit applications by deadlines and do not lose eligibility.
- Monitor dependent eligibility and determine eligibility for part-time workers that may qualify for state benefits. Maintain list of cooperating agencies and associated employees that are eligible for benefits.

SUPPLEMENTAL FUNCTIONS:

- Perform other duties as assigned.
- Provide content to the Benefits website.
- Develop and conduct or participate in specialized presentations and training, covering operational and/or technical HR-related information for specified areas of expertise.
- May represent manager in his/her absence, as directed.

COMPETENCIES:

- Attention to Detail
- Consistency
- Integrity
- Oral Communication
- Service Orientation
- Sensitivity

MINIMUM QUALIFICATIONS:

Education: **Bachelor's degree in Business Administration, Human Resources, or a related field**

Experience: **3 years work-related experience**

Required licensure, certification, registration or other requirements: **A CEBS or CBP certification is preferred**

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Professional customer service standards and procedures.
- Basic and routine mathematical principles and procedures.
- University, state, and federal employment policies, laws, and regulations.
- High level of computerized human resource information systems.
- Professional human resources concepts, practices, policies, and procedures.
- Computer applications and software in use in the assigned area.
- Advanced laws, regulations, methods, and techniques in the area of specialty.
- Basic and routine statistical sampling and survey methodology.

Skills and Abilities to:

- Communicate effectively both orally and in writing with a wide range of individuals and constituencies.
- Create, compose, and edit basic, routine and complex written materials.
- Resolve customer complaints and concerns.
- Gather and analyze statistical data and generate reports.
- Develop and present basic, routine, and advanced educational programs and/or workshops.
- Maintain confidential or highly sensitive information.
- Provide consultation to customers concerning human resources issues and assigned unit's area of responsibilities, or provide referrals to other departments or units.
- Work on special projects using project scheduling and time management procedure.
- Work as a team member and foster a cooperative work environment.

WORKING CONDITIONS:

No major sources of discomfort; standard office environment; regular exposure to video terminal displays; occasional travel required.

Authorized by Classification/Compensation, Human Resources

Employees may be requested to perform job-related tasks other than those specifically presented in this description. Participating in the University's hazardous waste minimization program is part of the job of each employee who uses (or may come in contact with) hazardous materials. Fair Labor Standards Act (exempt/non-exempt) is designated by position. University of Wyoming actively supports Americans with Disabilities Act and will consider reasonable accommodations.