

Job Code:..... 101821
Position#: ... (NUNC) (E)
Developed by:...LK, BH...
Reviewed by:...LK; DLJ...
Approved by:...LK.....
Date: ...2/23/25...

UNIVERSITY OF RHODE ISLAND

Position Description

TITLE: Specialist, Employee Benefits
DIVISION: Human Resources
REPORTS TO: Director, Compensation
GRADE: 11
SUPERVISES: N/A

BASIC FUNCTION:

Coordinate a diverse portfolio of mandatory and voluntary employee benefits programs at the University of Rhode Island, including health insurance, life insurance, and other voluntary benefits offerings. Research and propose program improvements and provide University administration with data and recommendations for use in collective bargaining and department budget preparation. Serve as section 503 coordinator for the HR Office, in partnership with OEO.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- In the area of active employee benefits, coordinate the day-to-day operations for the diverse portfolio of mandatory (other than retirement) and voluntary benefits, including but not limited to health (medical, dental and vision) insurance, life insurance, pre- paid legal, short-term disability, cancer insurance, flexible spending accounts, and COBRA.
- Operate as a specialist in the enrollment process, counseling employees, and developing communication materials and Open Enrollment sessions for both existing and new employees.
- Research and develop improvements in existing programs and provide recommendations to supervisor for use in collective bargaining and overall budget preparation.
- Serve as Section 503 coordinator for the HR Office in partnership with the Office of Equal Opportunity; research and implement solutions to ADA reasonable accommodation requests from all University employees in conjunction with the University's policy.
- Provide support to other functional areas in the department and to serve as a backup for other Human Resources department staff on an as needed basis.
- Maintain a strong working relationship with key University offices, including the Controller and Payroll Offices, State Benefits and Office of Personnel Administration, State Controller, ERS, Office of Postsecondary Commissioner, Human Resources Offices at Rhode Island College, Community College of Rhode Island and all plan carriers/providers, employees, retirees, and the public.
- Develop, maintain, and generate statistical reports and analyses on all employee benefits areas; Ensure compliance with all regulatory and contractual requirements.

OTHER DUTIES AND RESPONSIBILITIES:

Perform other duties as required.

LICENSES, TOOLS AND EQUIPMENT:

Automated computer systems to include word processing, Power Point, spreadsheets, and database management; calculator, telephone, copying machines, fax machines. Microsoft Office.

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

QUALIFICATIONS:**REQUIRED:**

- Bachelor's degree;
- Minimum of three years of progressively responsible employee benefits experience;
- Demonstrated experience using Microsoft Office software;
- Demonstrated strong interpersonal and verbal communications skills;
- Demonstrated proficiency with written communication skills;
- Demonstrated ability to effectively present information and respond to questions from groups of employees at various levels of the institution and the general public;
- Demonstrated ability to work with diverse groups/populations.

PREFERRED:

- CEBS (Certified Employee Benefits Specialist) certification or completed coursework.

ALL REQUIREMENTS ARE SUBJECT TO POSSIBLE MODIFICATION TO REASONABLY ACCOMMODATE INDIVIDUALS WITH DISABILITIES.