



OHIO
UNIVERSITY

**Classification and Qualification
Standards**
Employee Benefits Specialist
ADMINISTRATIVE/TECHNICAL ROLE

Career Series: Human Resources	Job Code: 14124 Grade: D	Date Established: 7/01/2001	FLSA Category: NON-EXEMPT
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JOB SUMMARY

Under administrative direction, the classification has broad decision making authority and independence, and implements policies and procedures. This classification requires extensive knowledge of benefit programs and federal benefit laws in order to perform complex duties in administration and implementation of various University sponsored benefit programs for all faculty, administrators, classified staff, and their spouses and dependents.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists in administration and implementation of various University benefits programs and daily operations of benefits office.
2. Troubleshoots issues, and provides guidance to faculty, administrators, classified staff, and their families regarding all benefits programs.
3. Oversees on-line benefits enrollment.
4. Monitors COBRA participation and compliance, and oversees notifications and HIPAA compliance requirements.
5. Oversees life insurance conversion form notification to retired or terminated employees.
6. Monitors bills and completes requisitions for payment to University health benefits carriers.
7. Completes death claims, and assists beneficiary/family members in understanding and obtaining life insurance/survivor benefits.
8. Administers Employee Assistance Programs (EAP).
9. Performs other duties as assigned.

Worker Characteristics (knowledge, skills & abilities to perform the job duties)

Knowledge of benefit programs; federal benefit laws; oral and written communication; on-line benefit enrollment procedures*; and employee assistant programs*. Skill in operation of computer. Ability to administer benefit programs; provide guidance to University employees; and complete insurance claims.

(*developed after employment)

Minimum education & experience required (including training, registration & licensure)

18 mos. training or 18 mos. experience in administering benefit programs and federal benefit laws. 1 course or 3 mos. experience in operation of computer.

- Or equivalent of the education and experience listed above.

This job specification describes the general nature and level of work being performed by people assigned to this classification. Employees may perform some or all of these duties. Examples listed do not preclude the performance of other duties similar in nature or in level of complexity