

The University of Texas at San Antonio

Job Description

Job Title: Benefits Manager
Code: 19511
Salary Grade: 62
FLSA Status: Exempt
Department/Division: Human Resources
Reports To: Director, HR Operations

Summary

- Function: Manage UTSA Benefits group responsible for providing Benefits service, communication, and program and policy guidance to UTSA faculty and staff.
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- Scope: Responsible for overseeing effective benefits service is delivered to all UTSA employees, families and retirees.

Duties

- Typical:
 1. Manage benefits service delivery which includes the conduct of regular benefits orientation classes for all new benefits-eligible employees and incoming calls for information and problem resolution.
 2. Responsible for hiring, training, evaluating, and managing work assignments for professional benefits staff.
 3. Oversees liaison and coordination with UT System for benefits policies, coverage, program roll-out and problem resolution. Ensures UTSA covered employees have accurate and up-to-date benefits information.
 4. Oversee and manage the annual benefits open enrollment process. Ensures open enrollment events and communication pieces are available and appropriately serve the UTSA community. Reviews open enrollment progress and makes recommendations as needed to senior University management.
 5. Responsible for major benefits initiatives designed to provide efficient, value-added service to the University. Includes system initiatives, policy development and revision, reporting and guidance/information products.
 6. Perform other duties as assigned
- Periodic:
 1. Attends trainings and meetings.

Education

Required	Preferred
Bachelor's Degree from an accredited institution in Human Resource Management or a related field.	Master's Degree from an accredited institution in Business Administration, Public Administration, or a related field.

Other Requirements

Required	Preferred
Excellent communications skills.	Certified Benefits Professional (CBP).
Criminal Background Check (CBC).	Professional in Human Resources Certification (PHR).

Experience

Required	Preferred
Five years of progressively responsible professional HR experience.	Eight years of progressively responsible HR experience, to include three or more years experience at a comparably sized educational or corporate organization.

Equipment

Required	Preferred
Proficiency with personal computers, Microsoft Office applications and standard office equipment.	Proficient with Define Financial System.

Working Conditions

Usual	Special
Normal office conditions.	Occasional travel outside of local area required.

Supervision

Received	Given
Overall review for efficiency and effectiveness.	Direct supervision of assigned staff.

Accuracy

Proficiency in all assigned duties.

Security Sensitive

Specific job requirements or physical location of some positions allocated to this classification may render the position security sensitive, and thereby subject to the provisions of section 51.215 Texas Education Code.

Internal Control

Within the scope of position duties, responsible for seeing that operations are effective and efficient, assets are safeguarded, reliable financial data is maintained, and applicable laws, regulations, policies, and procedures are complied with.