Job Title: Manager, Benefits

BCAT Code: 09GX27  Effective Date: June 1, 2011
Pay Grade: G17  FLSA Status: Exempt  Revision Date: July 1, 2013

General Description
Facilitates the design, implementation, coordination, communication and service administration of the Georgia State University (GSU) employee benefit programs.

Examples of Duties
- Manages the Benefits information management and Benefits counseling services.
- Negotiates and implements benefits programs.
- Oversees the staff to ensure that timely and accurate processes concerning retirement, healthcare, dental etc. are implemented.
- Analyzes the existing GSU benefits programs and compares them to programs of competing employers.
- Designs new benefits programs; modifies existing programs; implements changes to ensure that the GSU programs remain competitive.
- Educes Human Resources (HR) personnel or employees about benefits packages.
- Administers leave of absences and bonus programs.
- Keeps up-to-date with federal and state regulations and legislation that may affect employee benefits.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Knowledge of applicable federal, state, local rules and regulations, such as laws regarding the Employee Retirement Income Security Act (ERISA), Fair Labor Standards Act (FLSA), Consolidated Omnibus Budget Reconciliation Act (COBRA), Health Insurance Portability & Accountability Act (HIPAA), Family and Medical Leave Act (FMLA), Statutory State Disability and other laws and tax regulations impacting employee benefits.
- Knowledge of Word, Excel, PowerPoint and Human Resources Information Systems (HRIS).
- Strong computer skills.
- Excellent oral and written business communication and presentation skills; proven experience presenting to large groups.
- Effective time management and organizational skills.
- Ability to work independently and train others.
- Ability to multi-task in a deadline driven environment.
- Ability to communicate effectively both verbally and in writing.

Minimum GSU Hiring Standards
Bachelor’s degree and two years of related supervisory/management experience; or a combination of education and related experience.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.