



USC University of
Southern California

Senior Benefits Specialist

Job Description

JOB INFORMATION

<i>Job Code:</i>	117040
<i>Job Title:</i>	Senior Benefits Specialist
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads employees performing similar work on a project basis.; Leads one or more employees performing similar work.
<i>Job Family:</i>	Employee Benefits
<i>Job Family Group:</i>	Human Resources
<i>Management Level:</i>	7 Individual Contributor

JOB SUMMARY

Assists with managing, coordinating, and administering one or more benefits program, ensuring alignment with university objectives and compliance with state and federal regulations. Engages with various university stakeholders and vendors to resolve issues and discrepancies, exchange and update information, and to enlist support for various benefit matters. Leads the planning and delivery of benefits projects, services, activities, and special events; provides professional consultative services; and maintains internal databases.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	

Additional Education

Check here if experience may substitute for some of the above education.

X Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		5 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Directly related experience in benefits/human resources specialization.
X		Knowledge of federal and state laws and regulations related to benefits.
X		Demonstrated interpersonal skills.

Other Job Factors

JOB ACCOUNTABILITIES

	<i>% Time</i>	<i>Essential</i>	<i>Marginal</i>	<i>N/A</i>
Assists with managing, coordinating, and administering one or more benefits program, ensuring alignment with university objectives and compliance with state and federal regulations. Assists in coordinating annual open enrollment process and developing and conducting benefit orientations for new university hires. Provides guidance, direction, and training to department staff.				
Engages with various university stakeholders and vendors to resolve issues and discrepancies, exchange and update information, and to enlist support for various benefit matters. Approves exceptions to benefit policies and follows-up with employees for appropriate documentation as needed. Prepares reports for pending processes.				
Leads the planning and delivery of benefits projects, services, activities, and special events as appropriate. Participates in development of long-term objectives for the benefits program. Participates in the evaluation, development and implementation of benefit program policies and procedures. Advises employees and departmental management on interpretation of benefit policies, programs, and procedures.				
Provides professional consultative services, technical expertise, and advisement to faculty and staff on an individual or group basis regarding benefits eligibility, enrollment, status changes and offerings. Works to promote benefit programs and assists in designing and developing materials to publicize services and events. Makes formal presentations to employees and or departmental management concerning benefit programs as required.				
Maintains internal databases, auditing for accuracy as necessary. Prepares, analyzes, and evaluates reports for discrepancies. Resolves issues and makes recommendations to management as appropriate. Submits status reports on program activities. Maintains currency with all applicable state and federal laws and regulations and university policies and procedures to assist with ensuring compliance. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job

description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.