AUBURN
Human Resources

Asst Mgr, Benefits

Job Description

JOB INFORMATION

Job Code	EB46
Job Description Title	Asst Mgr, Benefits
Pay Grade	HR10
Range Minimum	$62,730
33rd %	$77,370
Range Midpoint	$84,690
67th %	$92,000
Range Maximum	$106,640
Exemption Status	Exempt
Organizational use restricted to the following divisions	111 AVP, Human Resources
Approved Date:	7/30/2021 11:00:39 AM
Legacy Date Last Edited	3/4/2019

JOB FAMILY AND FUNCTION

Job Family:	Human Resources
Job Function:	Benefits

JOB SUMMARY

Reporting to the Manager, Employee Benefits, responsible for assisting in the managing and administration of employee benefit plans offered by Auburn University and Auburn University Montgomery.

RESPONSIBILITIES

- Provides assistance and back-up to the Manager, Employee Benefits, in the administration of all retirement, health and welfare benefit plans for the University.
- Supervises, trains, leads and oversees a customer-oriented benefits staff consisting of two Benefits Coordinator, and one student employee, to include assigning duties, checking work, preparing evaluations, approving time off and handling disciplinary issues.
- Administers and monitors electronic benefits systems to include electronic benefit enrollment system, Teacher Retirement Systems of Alabama database, Banner HR, ACA compliance vendor and other systems as assigned. Works collaboratively with Information Support Services and other HR functional areas in regards to systems and employee data.
- Administers, notifies and reviews employees who may become eligible for benefit plans to include ACA eligibility, TRS eligibility,etc.
- Manages and oversees the Auburn University retiree/survivor population insured on AU health plan and premium paid by these groups.
- Assists in managing benefit plan handbooks, Summary Plan Descriptions, annual required notices , etc. Assures accuracy and compliance are maintained and information is disseminated as required.
- Assists in managing special projects and annual events such as Open Enrollment, Benefit Fairs, employee educational seminars and training, required mailings, Medicare Part D subsidy, new benefit plans and employee communications.
- Communicates with employees to inform and advise regarding confidential matters, policies, procedures and regulations in regards to payroll and benefit issues to meet customers needs.
- Assists in managing Family Medical Leave Act (FMLA) administration and coordination with payroll specialists regarding leave, salary continuation, paid parental leave and other applicable benefits.
- Assists and trains with Manager, Employee Benefits, as assigned.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor.

Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	In Business, Management, Human Resources, Finance, or relevant.	and	5 years of	Experience administering/managing employee benefit plans.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of relevant laws, regulations, guidance/policy related to benefits including but not limited to, COBRA, PHI, ACA, FMLA, Flexible Spending Accounts, retirement plans, and health plans, etc.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Other

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting	X					
Climbing		X				
Stooping/ Kneeling/ Crouching		X				
Reaching			X			
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

Vision Requirements:
Ability to see information in print and/or electronically.