

# HR Specialist, Benefits

## Position Summary

The HR Specialist, Benefits position is a vital role designed to provide best in class benefits-related services to support the University of Virginia. This Specialist-level position is responsible for assisting with a variety of benefits activities, such as collecting and analyzing data to prepare reports and budgets, recommending changes to policies, and participating in benefits surveys. The HR Specialist, Benefits also provides input into the decisions about the University's benefits programs. The incumbent will report to the Director, HR Total Rewards and will not have direct reports.

## Responsibilities and Duties

- Administer benefits programming in partnership with key internal and external wellness vendors according to established policies
- Administer benefits programs' programming and delivery according to established policies
- Evaluate benefits programs and provide recommendations based on the results
- Assist with the collection of benefits data
- Partner with HR Solution Center
- Conduct needs assessments and analyses to ensure that services address customer demands

## Functional Area Outcomes

- Competitive and affordable benefit plans
- Strategically focused plan development to foster a healthy workforce, while managing financial investment
- Demonstrated value of wellness and other health programming
- Increased participation in supplemental retirement savings programs
- Improved benefit decision support tools
- Effective management of regulatory compliance risk
- Optimized benefit administration efficiency

## Knowledge, Skills and Abilities

- Apply knowledge of current benefits trends
- Forge relationships with partners and providers in the benefits arena
- Apply, as appropriate, knowledge of principles, methods, and techniques pertinent to the HR function of which the Benefits team is a part, including project management, governance and risk management, HR analytics and technology, compensation, and finance
- Demonstrate strong organizational skills and attention to detail.

## Minimum and Preferred Qualifications

**Required Experience:** 3 years of relevant experience

**Preferred Experience:**

- Experience working for a four-year higher education institution and/or an affiliated health system
- Familiarity with Lean, Project Management, Program Management, Cloud Technology, Vendor Management, and HR domain

**Required Education:** Bachelor's degree

**Preferred Certifications:** Certified Employee Benefit Specialist (CEBS) certification