



**University of Texas at El Paso  
Job Description**

**Job Code:** 9516  
**Job Title:** Human Resources Benefits Representative I  
**Department:** Job may be available in different departments/divisions  
**Reports To:** In accordance with specific departmental policies  
**FLSA:** Exempt  
**Prepared by:** Human Resource Services  
**Creation/Revision:** January 7, 2016

**Summary:** Under limited supervision, performs Human Resources related duties at the professional level and carries out responsibilities in Benefits Administration.

**Note:** The primary accountabilities below are intended to describe the general content of and requirements of this position and are not intended to be an exhaustive statement of duties. Incumbents may perform all or some of the primary accountabilities listed below. Specific tasks or responsibilities will be documented in the incumbents' performance objectives as outlined by the incumbents' immediate supervisor or manager. This position is security-sensitive and subject to Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. Must possess a valid driver's license issued by the State where the applicant resides and must be insurable as defined in the UT System BPM 16-05-02, as applicable to the performance of essential duties and responsibilities of the position.

**Statement of Duties and Responsibilities:**

Participates in developing goals, objectives, and systems; administers various human resources plans and procedures, assists in the development and implementation of personnel policies and procedures; prepares and maintains policies and procedures manuals as they relate to Employee Benefits. Assists in the evaluation of reports, decisions, and results of department in relation to established goals and procedures to effect continual improvement in efficiency of department and services provided. Administers various employee benefit programs, such as group insurance, retirement, life, medical and dental, accident and disability plans, provides benefit orientations and enrollment sessions; presents overview of new and existing plan information during annual enrollment; prepares and sets up meeting designed to help employees obtain information and understand benefits and other related benefit programs; creates and revises existing benefits forms, letters, and policies to include FMLA. Enrolls new employees in benefit plans and assists employees in calculating cost of optional coverage; may processes status changes and reviews claims; processes and maintains status reports in a timely and accurate manner; performs data entry of benefit and retirement information; assembles various benefits packages; conducts the exit clearance process. Responds to inquiries from various Federal and State governmental agencies relating to employee benefits. Participates in departmental staff meetings, other meetings and seminars, and annual campus functions such as retirement, convocation, and health fairs. Keeps abreast of law changes through UT System. Proven knowledge with Microsoft Office and PeopleSoft software and able to learn and use institutional software systems. Complies with all State and University policies. Other duties may be assigned.

**Supervisory Responsibilities:** No supervisory responsibilities.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Minimum Education required:** Bachelor's degree from four year college and three to five years in Employee Benefits. Equivalent combination of relevant education and experience may be substituted as appropriate.

**Minimum Experience required:** Three years related experience to the statement of duties and responsibilities; or equivalent combination of education and experience.

**Preferred Qualifications**

Proven experience with PeopleSoft. English/Spanish helpful.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must frequently stand and walk. The employee must regularly sit; use hands to



feel; reach with hands and arms; and talk or hear. The employee must lift and move up to 10 pounds.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**EO/AA Statement**

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