



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

Job Code: 9520
Job Title: Sr. Human Resources Representative – Benefits
Department: Human Resource Services
Reports To: Director or Assistant/Associate Director
FLSA: Exempt
Prepared by: Human Resource Services
Creation/Revision: December 16, 2010

Summary: Under minimal supervision, performs Human Resources related duties in a specific HR section. Carries out responsibilities in some or all of the following functional areas: employee relations, benefits and wellness administration, training, employment, and compensation. May supervise other HR staff members, coordinate projects, and provide leadership and guidance as required.

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 HR policies and procedures; prepares and maintains policies and procedures manuals.

Evaluates and analyzes reports, decisions, and results of department in relation to established goals; recommends new approaches, policies, and procedures to effect continual improvement in efficiency of department and services provided.

Administers various employee benefit programs, such as group insurance, life, medical, dental, accident and disability, pensions, investments, and savings. Conduct 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 incentive programs; creates and revises existing benefits forms, letters, and policies.

Enrolls new employees in benefit plans and assists employees in calculating cost of optional coverage; assists employees in filing health, dental, life, and all other related and deferred benefit claims; 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; issues annual individual summary of benefits to employees; conducts the clearance process for employees separating their employment.

Maintains vendor contact to investigate discrepancies and provide information in non-routine situations; provides vendors appropriate documentation for life, pension, and disability benefits claims.

Responds to inquiries from various Federal and State governmental agencies relating to employee benefits; performs data match to provide information to the Social Security Administration.

May coordinate, create or lead administrative staff meetings, other meetings and seminars, and annual campus functions such as retirement, convocation, and health fairs.

Coordinate, supervise and/or lead other HR Services staff in assignment of duties and projects. May assume acting Manager or Assistant Director role in their absence.

Knowledge of all Microsoft Office 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 or university within area of assigned responsibility.

Minimum Experience required: Seven years related in a Human Resources (HR) –related functions (public or private sector), of which one year must have been with the University as a Human Resources Representative II. Three years previous supervisory/management , or lead experience in HR or more than six years previous exempt level experience in HR at the University in a specific area of HR. Must have proven experience and accomplishments in advancing current programs or establishing new ones that add value to the organization. Must have proven experience in at least three of the components of specific benefits programs: Group Health Plans, Defined Benefit Plans, Employee Wellness and Discount Programs, & Defined Contribution Retirement Plans.

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 working in an office. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.