BENEFITS ANALYST (Job Id 19042)

**Location:** Danville, PA  
**Post Date:** 08/28/2014  
**Category:** OTHER  
**Employment Type:** EMPLOYEE

**Description**

**LOCATION:** Justin Drive  
**WORK SCHEDULE:** Days  
**WORK TYPE:** Full Time

**JOB SUMMARY:**
Assists with the administration of retirement and health and welfare employee benefit programs. Assures compliance with all applicable state and federal regulation. Responsibilities include explaining benefits and assisting in the business development and planning processes with service providers. Compiles, analyzes and reports data including employee, plan financials for strategic benefits planning and evaluation. Provides benefit plan interpretation, guidance and counsel to employees, HRIS representatives, and managers. Presents information to inform and educate management. Serves as a liaison with service providers in business planning and benefit program interpretation. Compliance and technical interpretive discussions with benefit counsel and enrolled actuary or consultants. Reports to the Director, Employee Benefits.

**MAJOR DUTIES AND RESPONSIBILITIES:**

1. Monitors eligibility, limitations, and restrictions of plan participations and ensures compliance with both plan provisions and government requirements.
2. Provides guidance and counsel to employees, HRIS representatives, and managers on the requirements and provisions of benefit programs and assist with the resolution of potential problems.
3. Coordinates the design and communication of annual benefit enrollment materials and Total Reward Statements. Drafts legal compliance documentation (SPDs, SARs).
4. Develops, conducts and participates in a variety of presentations to inform and educate management and employees about changes to benefit plans, administrative practices and legislated requirements and programs.
5. Prepares bid specifications, analyze proposals and renewal information and interprets insurance carrier contracts.
7. Responsible for data necessary to complete government compliance activities (5500s, audits, etc.), employee mailings, vendor billings, coordinating data collection and updating numerous reports for management. Assures processes and procedures are in place to capture and maintain consistent and accurate benefit related data. Assists with employee data auditing and reporting.
8. Monitors plan limits, eligibility and other restrictions on plan participation to ensure compliance with both plan provisions and government requirements.
9. Oversees/directs the administration of COBRA compliance.
10. Researches current benefit trends and regulatory/legislated requirements and recommends programs/changes to the Director, Employee Benefits.
11. Compiles, analyzes and reports benefit data including employee, benefit plan and financial for Benefit's strategic planning and evaluation, best practices and benchmark surveys.
12. Performs other duties as assigned.

**COMPETENCIES AND SKILLS:**

* Demonstrated basic knowledge of ERISA, employee benefit programs, including flexible benefit programs, financial analysis and budgeting.
* Requires strong communication skills, good writing skills, strong customer service and analytical skills.
* Ability to perform mathematical calculations in computing rates, premiums and adjustments.
*Proficient with Microsoft Office products.

*Organizational skills to develop/maintain reporting "standards" where applicable.

*Project management experience to oversee various projects.

*Must be comfortable working independently and making decisions.

*Must be a problem-solver.

*Must remain open to change and new information and ideas and adapt to the same. Must encourage and foster cooperation and teamwork.

EDUCATION AND/OR EXPERIENCE:

*Knowledge of ERISA, employment, benefit programs, including flexible benefit programs.

*Bachelor's Degree in Human Resources or related field with an emphasis in business or finance, or equivalent years professional/analytical experience related to the above described duties.

*Prior experience with Lawson also beneficial.

*Minimum of 1-3 years related experience required.

WORKING CONDITIONS/PHYSICAL DEMANDS:

*Work is typically performed in an office environment with extensive computer work.

*Some independent travel may be required.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements considered necessary to successfully perform the job.

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Geisinger Health System serves nearly 3 million people in Northeastern and Central Pennsylvania and has been nationally recognized for innovative practices and quality care. A mature electronic health record connects a comprehensive network of 6 hospitals, 43 community practice sites and more than 900 Geisinger primary and specialty care physicians.

As a not-for-profit, integrated-delivery health system, Geisinger is a national model of physician-led healthcare delivery. Geisinger is a leading-edge teaching institution with nearly 40 accredited residency and fellowship programs. Geisinger performs cutting-edge laboratory research at The Sigfried and Janet Weis Center for Research.

The fourth annual Truven Health Analytics (formerly Thomson Reuters) 15 Top Health Systems study ranks Geisinger as one of the top 15 health systems in the United States. Geisinger was also recently named to the Becker's Hospital Review “100 Best Places to Work in Healthcare” list for 2011.

Geisinger offers a competitive compensation package beginning day one of hire including comprehensive medical and retirement program benefits, domestic partner benefits, and more.

** Does not qualify for J-1 waiver. We are an Affirmative Action, Equal Opportunity Employer

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