

## UW HEALTH JOB DESCRIPTION

<b>Benefits Specialist</b>			
<b>Job Code:</b> 350029	<b>FLSA Status:</b> Non- Exempt	<b>Mgt. Approval:</b> L. Wolfe	<b>Date:</b> March 2023
<b>Department:</b> HR - Benefits		<b>HR Approval:</b> S. Whitlock	<b>Date:</b> March 2023
<b>JOB SUMMARY</b>			
<p>The Benefits Specialist is responsible for assisting with the administration of UW Health's total rewards program with an emphasis on benefit areas consistent with the mission, vision, values of the organization. This position is an integral member of the benefits team and is primarily responsible for assisting the benefits analysts with audits and processes and providing support to ensure benefit enrollment information is accurate.</p>			
<b>MAJOR RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>Assist with benefit information at New Employee Orientation, Employee in Training (resident) Orientation and Physician Orientations.</li> <li>Coordinate and maintain written documentation for benefit processes.</li> <li>Support the administration and interpretation of all benefit programs including eligibility monitoring and employee FTE change processes.</li> <li>Assist with benefit survey coordination and analysis.</li> <li>Provide process improvements to enhance practices and procedures to ensure ongoing accuracy of employee and physician benefits enrollment.</li> <li>Assist with escalated benefit questions from the HR Service Center.</li> <li>Provide support on retirement plan programs including rehired annuitant processes, sick leave summaries, summary annual reports, and retirement summaries.</li> <li>Review audit reports and make updates to the HRIS as needed.</li> <li>Administer the employee and physician recognition and appreciation programs such as length of service, retirement recognition, and military recognition.</li> <li>Coordinate recognition events with approved vendors and UW Health Staff.</li> <li>Assist as needed in the preparation of benefit communications for employees and physicians.</li> <li>Provide cross coverage for Compensation Specialist.</li> <li>Perform other project related work as assigned.</li> </ul>			
<p><b>ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.</b></p>			
<b>JOB REQUIREMENTS</b>			
Education	Minimum	Associates Degree in Human Resources Management or related field. Equivalent experience will be considered in lieu of.	
	Preferred		
Work Experience	Minimum		
	Preferred	Experience working with benefit programs and HRIS transactions.	
Licenses & Certifications	Minimum		
	Preferred	PHR or SHRM-CP	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>Knowledge of employee benefits and insurance programs.</li> <li>Knowledge of the Wisconsin Retirement System is preferred.</li> <li>Knowledge and understanding of federal and state legislation, rules and standards related to benefits programs.</li> <li>Must be detail orientated with strong interpersonal skills, organizational abilities, problem solving and technical skills.</li> <li>Excellent customer service skills and ability to work with a diverse group of people.</li> <li>Effective verbal and written communication skills.</li> <li>Must possess knowledge of and ability to use computer software to include: Microsoft Office suite; knowledge of Oracle Cloud desirable.</li> <li>Ability to work independently and in a team environment.</li> <li>General knowledge of the principles and practices of human resource management.</li> </ul>	

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### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

	Infants (Birth – 11 months)		Adolescent (13 – 19 years)
	Toddlers (1 – 3 years)		Young Adult (20 – 40 years)
	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
	School Age (6 – 12 years)		Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
<b>x</b>	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	<b>Up to 10#</b>	<b>Negligible</b>	<b>Negligible</b>
	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	<b>Up to 20#</b>	<b>Up to 10#</b> or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	<b>Negligible</b> or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	<b>20-50#</b>	<b>10-25#</b>	<b>Negligible-10#</b>
	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	<b>50-100#</b>	<b>25-50#</b>	<b>10-20#</b>
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	<b>Over 100#</b>	<b>Over 50#</b>	<b>Over 20#</b>
List any other physical requirements or bona fide occupational qualifications:				

**Note:** The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.