



## Savannah State University Position Description –Benefits Manager

### ***POSITION DESCRIPTION***

Position Title: Benefits Manager FLSA Status: Exempt  
Reports to: Director – Human Resources  
Department: Human Resources  
Date Prepared: June, 2005

### ***BASIC FUNCTION***

This position exists to administer and maintain a competitive fringe benefits and compensation program for SSU employees and retirees.

### ***NATURE & SCOPE***

Reporting directly to the Director of Human Resources, this position has the latitude to consider courses of action within the constraints of well-defined University practices and policies under managerial direction and requires an application of theories and principles related to benefits administration and compensation.

The incumbent in this position interact regularly with the Blue Cross Blue Shield of Georgia, CIGNA, Express Scripts and various health care vendors. Responsibilities in compensation may include, but not limited to, analyzing job duties, writing job descriptions, conducting and analyzing compensation surveys, and maintaining compensated absences.

### ***PRINCIPAL ACCOUNTABILITIES***

- Enrolls new employees in specific benefit programs (i.e. health, dental, basic life, supplemental life, teachers retirement system, tax sheltered annuities, savings bonds, flexible spending medical and dental)
- Reconciles insurance payments; enters deductions and ensure accuracy. Initiate requests for reimbursement of premium payments.
- Processes necessary documents for the implementation of various benefit programs and maintains records.
- Conducts annual employee open enrollment for all fringe benefits programs along with twice yearly retiree forums.
- Monitor, track and maintain employees leave records.
- Conducts exit interviews on employment benefits with future retirees and enrolls them into the necessary plans

### ***SPECIALIZED KNOWLEDGE AND EXPERIENCE REQUIRED***

This position requires a four-year degree in Business Management, Accounting or related field. Computer literate supplemented by experience in spreadsheet applications; excellent communications skills is essential.