

## UW HEALTH JOB DESCRIPTION

### MANAGER, BENEFITS

Job Code: 350006	FLSA Status: Exempt	Mgt. Approval: J. Derks	Date: August 2022
Department: Human Resources		HR Approval: S. Whitlock	Date: August 2022

### JOB SUMMARY

The Manager of Benefits is responsible for managing and overseeing the day-to-day operations for benefits at UW Health, both in WI and Northern Illinois. This includes establishing, meeting and continuously monitoring the department goals and objectives in addition to building future roadmaps for benefits-related priorities while maintaining alignment with the strategic goals and objectives for UW Health. The Manager is responsible for training, development and providing direction to members of the benefits team. The benefits team, as part of the total rewards team, is responsible for design, administration and communication of the benefit programs of UW Health, consistent with the mission, vision values and policies of the organization.

Additionally, the Manager works collaboratively with colleagues across the UW Health Human Resources department to promote the alignment, communication and successful implementation of UW Health's benefit strategies where appropriate.

The Manager works closely with the Director of Total Rewards to provide programmatic, operational, and strategic leadership for Total Rewards, and works closely with UW Health employees and leaders.

### MAJOR RESPONSIBILITIES

- Cultivates a culture of mutual trust and respect within the team. Instills confidence and team engagement. Shares and expects from others active participation, can-do attitude and collaboration.
- Serves as a collaborative partner and subject matter expert for all items related to benefits. Creates cohesive relationships inside and outside the organization. Elevates working relationships within the total rewards team and with customers by frequently communicating and soliciting feedback and measuring customer satisfaction.
- Administers employee and physician benefit plans. Calculates employee/physician benefit coverage for pension benefits, retirement savings plans, disability plans, group medical, dental, and life insurance as well as other employee benefit programs.
- Reviews and analyzes benefit plans to ensure compliance with federal and state regulations. Scrutinizes proposed changes with attorneys and consultants, and implements approved changes.
- Identifies and implements opportunities for plan improvements based on market analysis to ensure a competitive fringe benefit package.
- Investigates and analyzes opportunities to control benefit costs through the negotiation of benefit contract terms and plan design and participating in the competitive bid process.
- Consults and provides advice and training to system wide human resource partners on employee and physician benefit matters. Acts as a resource and mentor to professional level benefit staff on problem solving issues and related policies and procedures. Investigates and recommends new administrative procedures to streamline and automate the employee benefit function.
- Manages various benefit projects varying in complexity to enhance the effectiveness of the program, control costs, and ensure adherence to legal and regulatory standards. Creates statistical reports and captures data used by management in decision making.
- Acts as a liaison with vendor partners to maintain or grow collaborative relationships to further the mission of UW Health.
- Assists with the development and recommendations for operating and capital budgets and controls expenditures within approved budget objectives.
- Conducts surveys and studies as required to address specific benefit plan issues based on turnover analysis, other relevant factors or upon management request.
- Researches and participates in recommendations regarding benefit trends in the Healthcare industry and relevant labor markets for appropriateness of application to the organization including the review of alternative benefit programs.
- Creates educational materials, provides presentations and serves as subject matter expert to peers and senior leaders as needed. Prepares reports, data tabulations, charts, graphs, memorandum and correspondence pertaining to benefit matters including the costing proposals.
- Collaborates and works closely with UW Health's HR Service Center team to support staff, physician and leader questions as defined in the escalation process.

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**ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.**

### JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree in Business, Human Resource Management, or other related field. In lieu of bachelor's degree, consideration provided for meeting preferred work experience of two years working as a benefits analyst in a complex healthcare organization.
	Preferred	Master's Degree in Business, Human Resource Management, or other related field
Work Experience	Minimum	Five (5) years of progressively responsible human resources experience or two (2) years of demonstrable experience in leading programs and/or medium to large scale projects. Relevant experience supporting benefits programs.
	Preferred	<ul style="list-style-type: none"> <li>• Experience working in a health care organization</li> <li>• Two (2) years of experience in a leadership role</li> <li>• Two (2) years of experience working as a benefits analyst</li> </ul>
Licenses & Certifications	Minimum	
	Preferred	CEBS, PHR, SPHR or SHRM-CP certification
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>• Demonstrated leadership skills and abilities which include experience successfully managing and mentoring staff.</li> <li>• Extensive understanding of the laws and regulations that impact compensation benefits (i.e. FLSA, ERISA, COBRA, FMLA, ACA, IRS and DOL requirements).</li> <li>• Demonstrated project management skills and experience, which includes the proven ability to develop sound proposals and successfully implement programs and manage several complex projects simultaneously while working under pressure to meet deadlines.</li> <li>• Demonstrated ability to develop accurate and clear communications that appropriately communicates programs and projects to all levels from executives and physicians to employees.</li> <li>• Excellent written and verbal communication skills and the ability to communicate effectively with all levels of employees, which is necessary to collaborate with others to address difficult and controversial issues. Excellent problem-solving skills and analytical skills.</li> <li>• Proficiency in Microsoft Office Suite, reporting tools and human capital management systems. Advanced knowledge of statistical methods, data analysis and presentation.</li> <li>• Ability to maintain confidentiality of all information encountered.</li> </ul>

### 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 docket, 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>

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	<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>
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:				

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.