



Job title	<i>Benefits Analyst</i>
Classification	<i>Salary</i>
Reports to	<i>Account Implementation and Renewal Team Lead</i>

Summary

The Benefits Analyst, partnering with Advisors and Account Executives, compiles, analyzes and reports the necessary data to create benefit comparisons for clients in relation to their employee benefit plans, including but not limited to medical, dental, vision, life, disability and worksite products. Additionally, the Benefits Analyst is responsible for creating and maintaining benefit data analytical tools used to support the agency and its prospective and existing clients in the purchase decision related to their employee benefit plans.

Essential Duties / Functions

- Prepare reporting package and other data needed to collect large group proposals.
- Analyze and compare various funding strategies for all employee benefit products using company proprietary tools
- Create alternate-funded budgeting illustrations and cost projections to assist Advisor and client in budget determination and purchase decision.
- Create and maintain quarterly performance reports for alternate-funded clients (partial self-funded, self-funded, level-funded).
- Develop and deliver a summarization of the benefit analysis in clear and concise client-friendly materials; specifically excel based workbooks.
- Analyze current benefit trends to estimate impact on existing clients.
- Works with Advisor to identify, assess, and analyze gaps and deficiencies in existing clients' benefit offerings and make recommendations for improvements on renewals and alternates.
- Provide recommendations of benefit programs to Advisors and Management, as applicable.
- Manage the internal process for providing Benchmarking results for prospects and current clients.
- Utilize carrier / TPA reporting to obtain data for use in company analytical tools.
- Develop and maintain excellent internal & external relationships.
- Develop, document, and maintain the processes related to requirement gathering of benefits analysis and the production of timely and accurate plan comparisons.
- Perform custom analysis as needed.
- Other duties as assigned.

Competencies

- **Job Knowledge** – demonstration of job skills and knowledge required to perform the position.
- **Quality of Work (Standards)** – accuracy and thoroughness of assignments; pays close attention to detail; shows concern for all aspects of the job and follows up on work outputs.
- **Quantity of Work** – ability to meet productivity and timeliness.

- **Cooperation / Teamwork** – interacts with people effectively; able and willing to share and receive information; co-operates within the group and across groups; supports group decisions and puts group goals ahead of own goals.
- **Reliability** – takes personal responsibility for job performance; completes work in a timely and consistent manner; sticks to commitments.
- **Integrity** – shares complete and accurate information; maintains confidentiality and meets own commitments; adheres to organizational policies and procedures.
- **Adaptability** – adapts to changing work environments, work priorities and organizational needs; able to effectively deal with change and diverse people.
- **Motivation** – displays energy and enthusiasm in approaching the job; commits to putting in additional effort; maintains high level of productivity and self-direction.
- **Stress Tolerance / composure** – displays emotional resilience and the ability to withstand pressure on an on-going basis; deals with difficult situations while maintaining performance and self-control; seeks support from others when necessary and uses appropriate coping techniques.
- **Communication** – expresses ideas effectively; organizes and delivers information appropriately; listens actively.
- **Judgement / decision making** – uses sound judgement to make good decisions based on information gathered and analyzed; considers all pertinent facts and alternatives before deciding on the most appropriate action; commits to decision.
- **Planning & Organizing** – plans and organizes tasks and work responsibilities to achieve objectives; sets priorities; schedules activities; allocates and uses resources properly.

Qualifications

- 2-4 year college degree in business related major OR 2+ years of experience in employee benefit plans.
- Strong analytical and problem-solving skills with the ability to make organizational recommendations and guide actionable outcomes tied to metrics, trends and problem identification.
- Intermediate to Expert level skills with business analytical tools, specifically MS Excel or related databases.
- Working knowledge of PowerPoint.
- Ability to present information in an organized, logical manner.
- Ability to work independently and or partner with a dynamic team.
- Excellent interpersonal skills.
- Flexible and able to multitask; can work within an ambiguous, fast-moving environment, while also driving toward clarity and solutions; grace under pressure.
- Direct experience working for insurance brokerage / agency firm or carrier or Human Resources w/ experience working with Benefit Administration.

Work Environment & Physical Demands

This job operates in a professional work environment with prolonged periods of sitting at a desk and working on a computer.

Position type and Expected Hours of Work

This is a full-time position. Typical business days and hours of work are Monday through Friday, 8:00 a.m. to 4:30 p.m., recognizing there may be times for additional hours based on peak volumes.

Travel

Willingness to travel on occasional basis.

Approved by:	
Date approved:	
Reviewed*:	

**Per company policy, job descriptions will be reviewed annually and updated as often as necessary.*