Family: Organizational Development  
Level: AM2  
Position Profile Title: Administrator 2-Benefits  
Salary Grade: 8  
Salary Range:  
Minimum: $81,168.00  
Midpoint: $111,636.00  
Maximum: $142,104.00  

PROFILE SUMMARY:  
Positions in this job profile are responsible for administering university-wide employee benefits programs including health, wellness, protected leave, disability, and retirement. They serve as a consultant to administrators, employees, and statewide public entities to provide guidance and advice on benefits policies, functions, practices, and processes. They are responsible for providing management and supervision of the Benefits, Protected Leave, and Retirement areas of Human Resources.

DISTINGUISHING CHARACTERISTICS:  
The distinguishing characteristic of the Administrator 2-Benefits profile is the administration and oversight of employee benefits programs for the university. Positions provide expertise and consultation while ensuring compliance for all benefits-related policies, laws, regulations and collective bargaining agreements across the university. The Administrator 2-Benefits supervises professional faculty positions and serves as a member of the leadership team for the Office of Human Resources.

PRIMARY POSITION RESPONSIBILITIES:  
1. Provides direction for and management of OSU’s employee benefits programs, including program administration and ensuring compliance with University policy, state and federal laws and regulations and collective bargaining agreements.  
2. Develops, implements, and provides training on policies and procedures for university benefits programs.  
3. Serves as expert in the area of employee benefits issues, including technical expertise, direction and advice to administration and university employees regarding benefits issues.  
4. Researches, analyzes and creates reports and communication regarding employee benefits programs and best practices to inform decision making for leadership and management, including collective bargaining proposals.  
5. Supervision including plan, assign and approve work; rewards/discipline; respond to grievances; hire/fire (or effectively recommend); prepare and sign performance evaluations/reviews of professional faculty employees.  
6. Creates, manages and maintains internal and external relationships by providing expertise and participating in task forces and professional organizations.

PROBLEM-SOLVING AND DECISION-MAKING:  
Problems are highly varied, complex and often non-recurring; require novel and creative approaches to resolution. New concepts and approaches may have to be developed.

Decisions have significant, broad implications for the management and operations of a division/entire organization; contributes to decisions on the overall strategy and direction of the entire organization.

Decisions impact:  
• Entire University  
• Functions across the University
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- Department
- Direct team
- Other External Agencies and Institutions

ACCOUNTABILITY:
Results are defined by senior leadership, division and university mission, vision and strategies. Incumbent sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Supervises work of unclassified employees, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity. Has responsibility for making decisions on hiring, termination and pay adjustments.

RELATIONSHIPS WITH OTHERS:
Collaborates and interacts within the dept/unit, university wide, and externally to:
- Develop and maintain relationships with key contacts to enhance workflow and work quality.
- Exchange routine, factual information and/or answer routine questions.
- Identify needs/concerns of others, determine potential solutions, resolve or redirect appropriately.
- Persuade, gain cooperation and acceptance of ideas or collaborate on significant projects.
- Resolve conflict, negotiate or collaborate on major projects.
- Exchange detailed information or resolve varied problems.
- Access and/or work with sensitive and/or confidential information.
- Handle sensitive issues and facilitate collaboration at the highest level.

TYPICAL REQUIREMENTS:
Bachelor’s Degree in Business or related field, with an emphasis on human resource administration and 5 years of experience in human resource administration, of which two years are providing lead administrative work.

DISCLAIMER:
The above statements are intended to indicate the general nature and level of work performed by positions within this job profile. They are not designed to contain or be interpreted as an exhaustive list of all duties, responsibilities, skills, and qualifications required of all employees within positions covered by this job profile.