Senior Benefits Analyst

Pittsburgh Regional Transit is seeking a Senior Benefits Analyst to assist in the day-to-day administration of the employee benefits programs in accordance with applicable laws, established policies, procedures and practices. Assesses problems, provides recommendations and implementation strategies. Assists with maintaining benefit set-up in PeopleSoft and ensures ongoing benefit related data integrity. Assists Manager of Benefits with Wellness Incentive Programs and maintains accurate enrollment and eligibility information to ensure premium payment by both employee and employer.

Essential Functions:
- Maintains and periodically audits benefit enrollment records to ensure accuracy of premium deductions and expense calculation for budgeting purposes
- Provide customer service to employees, retirees and beneficiaries; responds to inquiries from employees/retirees about benefit plan coverage, unpaid or denied claims; resolves claim issues with insurance representatives.
- Prepare financial analysis, surveys and reports for management and external government agencies.
- Coordinates the development, implementation and communication of benefit plans due to changes in policies, procedures and collective bargaining agreement provisions.
- Coordinates open enrollment activities for healthcare, supplemental life insurance and deferred compensation plans.

Job requirements include:
- BA/BS degree in Business Administration, Human Resources Management, Industrial Relations or directly related field from an accredited school, or 10 years of overall experience in benefits in lieu of degree.
- Minimum of three (3) years of professional level benefits administration experience.
- Knowledge and understanding of state and federal benefits laws and regulations.
- Demonstrated ability in the use of Windows, Microsoft Word and Excel.
- Professional and effective communication skills.

Preferred attributes:
- Masters' degree in Business Administration, Human Resources Management, Industrial Relations or directly related field from an accredited school.
- Certified Benefits Professional (CBP) or Certified Employee Benefits Specialist (CEBS) professional designation.
- Training and experience in PeopleSoft Human Resources Management System (HRMS).

We offer a comprehensive compensation and benefits package. Interested candidates should forward a cover letter (*with salary requirements*) and resume to:

Holly A. Jenkins
Employment Department
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Pittsburgh, PA 15222-2527
HJenkins@RidePRT.org
EOE