

# AgriLife Position Description

Last reviewed: 04/20/06

9072  
EMPLOYEE BENEFITS REPRESENTATIVE  
07/20/99

## SUMMARY

**General Description:** Performs professional level administrative and technical human resources duties related to benefits and retirement.

## DUTIES

**Typical:** Provides benefit information in person, over the phone, and in writing to employees and retirees about health and optional insurance programs following procedures as outlined in the Benefit Processor Handbook; makes all benefit related additions and corrections on the employee database; assists prospective retirees with executing appropriate documents to retire with The Texas A&M University System and the Teacher Retirement System of Texas; assists in filing insurance claims for deaths and disability; composes condolence letters to relatives of deceased employees for the director; establishes benefit premium and coverage records for retirees, COBRA participants, surviving spouses, and employees on leave without pay; enters benefit premium changes and corrections to the database; prepares billing and bank draft information for transmittal to the fiscal office; posts premium payments to the database; maintains a bank draft program and a billing register; prepares insurance bills and other billing related materials; conducts new employee orientation and benefit briefings on a scheduled basis; coordinates annual benefit enrollment meetings; other essential job related duties as required.

## SUPERVISION

**Received:** General supervision from immediate supervisor with latitude for initiative and independent judgment.

**Given:** May give detailed instruction and periodic review to student workers.

## EDUCATION

**Required:** Bachelor's degree in human resources, communications, or a related field and one year experience in entry-level position as a human resources generalist.

**Preferred:** Master's degree in human resources, management, educational administration or a related field; human resources experience with The Texas A&M University System or with a state agency or public institution of higher education; and certification by the Society of Human Resource Management or other relevant certification.