

Energy Future Holdings
Senior Benefits Analyst
Dallas, Texas

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Manage benefit programs, projects, and vendor relationships to support the strategic priorities of EFH. Assures benefit plans and programs are administered in compliance with plan documents and regulatory requirements. Leads the work of external consultants and key content experts to meet project goals and corporate objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- • Plans, develops, and presents recommendations for competitive employee benefits programs to include medical, dental, vision, life & AD&D insurance plans, wellness, FSA, retiree insurance plans, etc.
- • Oversees the administration of benefits programs.
- • Maintains plan documents
- • Ensures compliance with applicable benefits and tax legislation
- • Develops and maintains administrative procedures
- • Conducts research and prepare recommendations regarding plans.
- • Utilize and analyze available data to evaluate benefit program metrics
- • Research competitive practices
- • Evaluates and monitors benefits trends and makes recommendations
- • Partners with other departments (Finance, HRIS, Payroll, IT, etc.) as well as external vendors. In particular focus on interfaces and process improvements across departments.
- • Ensures consistency in plan administration and regulatory compliance, including the preparation and mailing of SARs, SMMs and 5500s.
- • Stays abreast of emerging employee benefits trends and legislation and keeps department informed of the impact of potential regulatory changes
- • Acts as a resource to management by providing advice and assistance regarding benefits, plans, policies and procedures, and related programs.
- • Oversees the activities of the benefit vendors to ensure action items are completed
- • Oversees the development and implementation of employee communication and training programs relating to benefits programs and procedures.
- • Audits carrier exception reports
- • Reconciles benefits accounts and the billing process
- • Project manages annual benefit audits
- • Acts as a point of contact for escalations pertaining to complex benefit matters
- • Oversees data gathering and research on moderate to complex assignments and projects

KNOWLEDGE/EXPERIENCE:

- • Bachelor's degree in Business Administration, Human Resources or related field.
- • 3-5+ years progressively responsible experience in implementation, and administration of H&W benefits programs.

- • Full understanding of benefit plans (medical, dental, life, AD&D, FSA, 401(k), COBRA FMLA and ERISA, etc.) required.
- • CEBS certification preferred.
- • Finance/Accounting experience preferred.

NECESSARY SKILLS: For this position the following skills and abilities must be demonstrated at a proficient level

- • A qualified candidate should be a subject matter professional in benefit compliance: ERISA, COBRA, IRS, etc. with the ability to conduct appropriate analysis of cost impact of benefit programs.
- • Ability to analyze, interpret and summarize complex data, prepare reports and make recommendations to management based on results of analysis.
- • Ability to establish evaluation criteria for vendors; and monitor and audit contracts and vendors for compliance.
- • Proficient in word processing, database and spreadsheet applications (MS Word, Excel, Access, Power Point).
- • Demonstrated project management, communication, problem analysis, and consultation skills.

PHYSICAL/MENTAL DEMANDS AND WORKING CONDITIONS: This position requires the ability to perform the essential duties and responsibilities in the following environment:

- • Occasional long, irregular hours.
- • Use of a PC, computer terminal and/or telephone over 6 hours a day.
- • Occasional bending, twisting, crouching, pulling, pushing, and/or reaching to access job-related materials.
- • Open workspace office environment.

Energy Future Holdings is an affirmative action/equal opportunity employer.