

## Benefits Analyst

### Summary of Duties:

Reporting directly to the Department Head, HR Administration/IT, coordinates health, life, disability, retirement, and voluntary benefits for non-contract employees. Assist in analyzing and interpreting benefit policies, insurance laws, prevailing industry practices and labor agreements for compliance purposes. Responsible for processing short-term disability for non-contract employees and explaining Railroad Retirement disability benefits to non-contract employees. Heavy phone and face-to-face interaction with employees (management) regarding inquiries and information requests pertaining to employee benefit programs. Oversees the administration of timekeeping in KRONOS for all medical leaves of absence for non-contract employees. Oversees New Hire, and Phase II Orientations, and re-enrollment campaigns for all employees. Maintains the integrity of the Oracle, COBRA, and retirement databases. Performs other related duties as assigned to meet the ongoing needs of the organization.

### Minimum Acceptable Qualifications:

- A combination of education and progressive human resources benefits experience equal to four (4) years.
- In addition to #1, must have three (3) years of experience in administering employee benefit programs.
- Knowledgeable of insurance laws and prevailing industry practices preferred.
- Ability to research and understand applicable laws and regulations.
- Familiarity with a contract environment a plus.
- Must possess excellent oral and written communication and analytical/computational skills.
- Must possess excellent customer service, project management, and data analysis skills, as well as , the ability to handle multiple tasks, establish priorities, meet deadlines in a fast pace environment.
- Must be proficient in Microsoft Office Suites.
- Must possess the ability to work with sensitive information while maintaining strict confidentiality.
- Must possess and maintain a valid driver's license.

**All employees are responsible for performing his/her job safely, and in accordance with the safety objectives, goals and program of the organization, ensuring compliance with applicable safety rules and regulations.**

### Other Important Information:

- Subject to a physical examination/drug test and background check to verify information regarding education, employment history, vehicle and criminal history.
- Only resumes with salary history will be considered.
- Only qualified candidates will receive consideration.
- Relocation is not available for this position.

**If you are interested in applying for a position at Metra, please send your cover letter which must include the position title, your resume and salary history to:**

E-mail: [jobs@metrarr.com](mailto:jobs@metrarr.com)

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