



Career Opportunities

KNOXVILLE UTILITIES BOARD IS AN EQUAL OPPORTUNITY EMPLOYER

KUB EMPLOYMENT OPPORTUNITY HR Benefits Analyst Vacancy # 17780

Posting Date: 08/31/2021
Closing Date: 09/14/2021
Position Type: Regular/Full-Time

Pay Plan: Admin B
Pay Grade: 9, 10
Pay Range: \$49,900.00 - \$82,500.00

Job Information

Job Classification: Business Management Analyst
Department: 02 Human Resources Department

Work Location: 4505 Middlebrook Pike
Work Schedule: 40+ hours / week: M - F

About KUB: The Knoxville Utilities Board (KUB) is one of the largest public utilities in the country providing electric, gas, water, and wastewater services to more than 468,000 customers in Knoxville and parts of seven surrounding counties. We exist to serve our customers, improving their quality of life by providing utility services that are safe, reliable, and affordable. And our mission is about more than just pipes and wires. It's about being good stewards of our community's resources: utility assets, customer dollars, and the environment. We work to safeguard those resources and enhance their value for the people of the communities we serve and generations to come. We are looking for employees who want to be a part of a mission driven organization with strong values that support a skilled, diverse, and inclusive workforce. For more about KUB's Vision, Mission and Shared Values, visit our website and read more about the KUB Blueprint.

Work Description:

- Contributes regularly on cross-functional teams related to benefits administration including health, dental, vision, life, disability, wellness, retirement programs, workers' compensation, and regulatory compliance
- Evaluates programs and proposes solutions to improve processes related to payroll, health and welfare benefits, retirement plans including pension and 401(k)
- Ensures compliance with all state and federal laws regarding benefits functions within scope of responsibilities
- Compiles and analyzes information regarding benefit and compliance programs including retirement system reports for management
- Analyzes and reviews benefits utilization for self-funded health plan to recommend premium/plan design changes including benefits offerings and recommendations where gaps are identified
- Evaluates employee benefit contracts and proposals providing recommendations for plan amendments or provider changes as needed
- Works closely with Retirement Services Administrator gaining Retirement Plan knowledge
- Provides assistance to employees with payroll questions
- Requires working with highly confidential data and exercising the utmost discretion
- May perform other related duties as assigned

Minimum Qualifications

- Must have a Bachelor's degree in Human Resources Management, Business, Finance, Accounting or related field
- One (1) to three (3) years' experience in related field
- Ability to work with confidential information and exercise discretion
- Strong computer skills, including knowledge of Microsoft Word, Excel, and Access
- Valid driver's license

Physical Demands: Sedentary Work - Exerting up to 10 pounds of force occasionally, and / or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

Note: The physical demands described above are intended to relate the approximate physical demands of the classification. Physical demands for a specific position within this classification may vary and / or exceed those demands described above. Additional information regarding specific positions is available in Human Resources.

Preferred Qualifications

- One (1) to three (3) years of broad experience in human resource program compliance to include, benefits administration, payroll, retirement programs, and workers' compensation
- Demonstrated experience with financial, payroll taxes, benefit analysis, and/or human resource information systems
- Ability to work independently while managing multiple priorities and changing deadlines in a timely manner
- Excellent team and interpersonal skills, including the demonstrated ability to effectively communicate (written and oral) with all levels of employees and management
- Excellent customer service skills

Selection Process

(Subject to change)

- Phase 1 Submit online application at www.kub.org
- Phase 2 Experience, training, and education evaluation
- Phase 3 Interview with department representatives
- Phase 4 Written, performance, and behavioral exercises
- Phase 5 Background investigation
- Phase 6 Physical assessment and/or drug screen

If special accommodations are needed at any phase of the selection process, please notify Human Resources in advance.

NOTES

Only candidates submitting a completed KUB application and completing each component of the selection process will be considered for KUB positions. KUB does not accept unsolicited applications; completed applications are only considered for advertised vacancies. Please no third-party inquiries. Due to the volume of applications and resumes we receive, only applicants invited to interview will be contacted. Applicants should apply on all positions of interest. KUB reserves the right to consider applications for additional vacancies in the same classification within 120 days of the original posting, after which time, applicants must reapply to be considered for any openings. It is the applicant's responsibility to provide correct and updated contact information to KUB during the active period of the application. If KUB is unable to contact the applicant because the information on the application is no longer correct, the application will be considered inactive and the applicant no longer eligible for employment. For more specific information regarding this position, please contact Human Resources.