

MAJOR FUNCTION

This is highly responsible administrative, supervisory work providing direction, guidance and oversight for specific human resources functions and activities, organization wide employee benefit programs, special projects, reviewing, analyzing and making recommendations on exceptions and other complex personnel matters. The incumbent serves as a strategic partner and ensures that assigned programs, functions and activities complement the organization's mission, vision, and objectives. Work is performed under the direction of the Human Resources Administrator. Work and outcomes are reviewed, assessed, and coordinated through conversations, observations, meetings, periodic reports, and results attained.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Functions**

Researches, develops, implements, oversees, maintains, manages and plans the operation of organization-wide group benefit programs and special projects. Supervises employees responsible for centralized Family Medical Leave Act administration, other leave programs and processes, new hire, mid-year and termination paperwork, payroll premium oversight, COBRA, medical garnishments, maintenance of employee benefit files and reconciliation of eligibility files. Maintains current personnel policies for benefits, including overseeing the development and implementation of new policies and modifications to existing policies. Ensures HR programs and policies follow applicable federal, state and local laws, applicable human resource and personnel management standards, and related City policies and procedures. Conducts research and trend analysis and recommends strategies and processes to manage employee benefit offerings and programs. Serves as an expert resource to City departments and employees by providing direction and consultation on benefits offered to City employees. Provides supervision, leadership, oversight and direction to subordinate employees. Serves on committees for various departments for HR related matters. Reviews, analyzes and makes recommendations on exceptions or complex personnel matters. Contributes to the department's strategic plan, fiscal management, and problem resolution. Conducts performance evaluations and approves or disapproves merit increases. Implement various strategies and ensure effective implementation of all leave practices. Provides subject matter expertise in all benefit and leave policies and processes and maintain knowledge on all DOL, ERISA, COBRA, IRS, FMLA, HIPAA, PPACA and other federally mandated regulations. Maintain knowledge on all industry trends to ensure compliance to all federally mandated regulations. Manages annual benefits enrollment by coordinating rate and plan design negotiations with providers. Manages online enrollment system to include system programming to ensure compliance with federally mandated rules and regulations. Develops Requests for Proposals, services as subject matter expert in assisting ranking committee with analysis and provider selection. Conducts new hire benefits review on a biweekly basis. Performs related work as required.

Other Important Duties

Oversees Employee Assistance Program. Ensures compliance with state statues for Military Leave. Serves as a backup Benefits Administrator/Consultant to the CDA as needed and related to benefits. Performs related work as required. Will be required to assist as essential staff during declared emergencies.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of the principles, methods and objectives of Employee Benefits Administration. Thorough knowledge of applicable federal and state laws, rules and regulations. Thorough knowledge

BENEFITS ADMINISTRATOR

of technical information as it applies to common situations encountered in human resource programs and processes. Thorough knowledge of related terminology, forms, manuals, agencies and organizations, report writing and various sources of information. Considerable knowledge of the principles of supervision, project management and training. Ability to plan and conduct interesting, informative and effective human resource programs. Ability to review, analyze, and counsel managers, supervisors and employees in proper application of HR policies and processes. Ability to create reports and maintain records. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to train, assign and review the work of subordinates and provide instructions in a manner conducive to improved performance and high morale. Ability to communicate effectively both orally and in writing. Skill in the use of computers and the programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in human resource management, public or business administration, industrial relations, psychology, management information systems, computer science, education, liberal arts, or other related field and five years of professional and administrative experience that includes human resources, benefit administration, recruitment, classification and pay, labor relations, equal employment opportunity, payroll, human resource management information systems, employee/organizational development, performance management, training, occupational health and safety, or retirement program administration; or an equivalent combination of training and experience.

Necessary Special Requirement

Possession of a Class E State driver's license and may be required at the time of appointment.

Established: 2-29-20