

## POSITION DESCRIPTION

Title: Benefits Specialist

Department: Personnel Department

Job Analysis: 01/86, 04/01, 06/03, 10/05, 08/08, 02/11, 09/11, 06/16, 09/17, 08/19, 11/20

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

### Relationships

Reports To: Personnel Director, Assistant Personnel Director

Subordinate Staff: None

Internal Contact: All employees, Elected Officials, Department Heads

External Contacts: Various Benefit Providers

Status: Classified/Non-Exempt (~~H~~ 307)

### Job Summary

Responsible for implementation of employee benefits with the County. As needed, provides special guidance and assistance on County benefits to all County employees. Works in conjunction with the Assistant Personnel Director to implement approved, new, or modified plans and employee benefits policies, and administer existing plans. Assists in developing cost control procedures to assure maximum coverage at the least possible cost to the County and its employees. Ensures plans are administered in accordance with federal and state regulations and plan provisions are followed. Serves as FMLA administrator.

### Job Domains

#### A. Benefits

1. Administers all County sponsored benefit plans including enrollments and terminations.
2. Processes required documents through payroll and insurance providers to ensure accurate record keeping and proper deductions.
3. Works in conjunction with the Assistant Personnel Director to implement approved, new, or modified plans and employee benefits policies, and administer existing plans. Assists in developing cost control procedures to assure maximum coverage at the least possible cost to the County and its employees.
4. Assist in preparing reports and applications required by law to be filed with federal and state

agencies.

5. Assists in developing benefit information and statistical and census data for actuaries, insurance carriers, and management.
6. Counsels employees on plan provisions so that individuals can make informed benefit decisions.
7. Maintains enrollment applications and claims records for County sponsored benefit plans.
8. Manages annual open enrollment period each year. Arranges for distribution of materials from carriers, assists with, communicating changes to employees and arranges for on-site representation by providers. Processes changes within deadlines.
9. Assist in serving as the COBRA Administrator.
10. Oversees notification of COBRA eligibility.
11. Maintains employee benefit history in computer system.
12. Provides employment verification on current and previous employees.
13. Prepares benefits statements for all County employees.
14. Assists with new employee orientation as required.
15. Assists employees with Family Medical Leave Act (FMLA) information and case set-up.
16. Works in coordination with medical personnel to determine eligibility of FMLA leave cases.

### **Knowledge, Skills, and Abilities**

1. Skills to communicate effectively with office staff and general public.
2. Math skills to add, subtract, divide, and multiply.
3. Skills to prepare reports, complete forms, and to compose letters.
4. Skills to understand written instructions, manuals and correspondence.
5. Knowledge of payroll procedures.
6. Knowledge of general office procedures.
7. General knowledge of departmental policies and procedures and ability to apply them to work problems.
8. Ability to work independently.
9. Ability to analyze and trouble shoot computer related problems.
10. Skills to manage benefits and payroll issues.
11. Skills to manage payroll/HR software.
12. Knowledge of all state and federal payroll/benefits law.

### **Other Characteristics**

1. Willing to travel for purpose of professional development.
2. Willing to work overtime and nonstandard hour to meet deadlines.

### **Minimum Qualifications**

1. High school diploma or equivalent, required.
2. 3-4 years of office experience with experience and basic understanding of benefits and human resource functions, required.
3. Experience in FMLA administration, required.
4. Possess a valid driver's license and be insurable by the County insurance standards.