

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: HUMAN RESOURCES BENEFITS ADMINISTRATOR
DEPARTMENT: HUMAN RESOURCES
**REPORTS TO: HUMAN RESOURCES AND
LABOR RELATIONS DIRECTOR**

DATE: 02/13

JOB SUMMARY:

Performs responsible, professional, and responsive work under the general supervision of the Human Resources and Labor Relations Director, assisting in the development, administration, and coordination of benefit programs and functions. Independently renders judgment to employees and managers on personnel matters.

ESSENTIAL JOB FUNCTIONS:

Assists in the development, administration, and coordination of benefit programs and functions.

Manages and coordinates the planning, implementation, and administration of the city's Cafeteria 125 Plan (Beneflex) Program, ensuring cost-effectiveness while meeting the needs of the city's overall strategic plans and objectives; recommends process improvements to various benefit programs, as appropriate.

Plans, administers, and evaluates the city's comprehensive wellness program and related activities; assesses effectiveness of programs in meeting overall strategic objectives; oversees the development and implementation of changes and improvements to the wellness program.

Maintains positive employee relations, serving as a resource for employees, department/division heads, and supervisors with respect to human resources-related issues.

Educates employees on the city's Cafeteria 125 Plan (Beneflex), including various health plan options, dental, STD/LTD, life insurance, 457 deferred compensation plan, and flexible spending accounts.

Ensures that development and execution of all documents and administrative policies governing employee benefits are in compliance with all local, state, and federal regulations.

Serves as intermediary with departments and outside insurance providers or agencies to respond to information on human resources or benefit-related matters or to address employees' and retirees' questions and concerns.

Monitors personnel issues and human resources programs, as assigned, to ensure compliance with city policies, federal laws, state laws, and regulations.

Serves as the city's HIPAA compliance officer on protected health information matters for flexible spending account administration.

Plans, organizes, and may conduct new employee orientations to describe benefit programs, enroll employees, and explain various city-wide policies and procedures.

Prepares bid data for STD, LTD, and life insurance contracts; participates in the decision making process and facilitates the administration of contracts or other agreements involving employee benefits; consults with bidders and monitors total process.

Conducts retiree education and enrollment sessions as well as compliance with and eligibility determination of the state and city medical subsidy program and other related retiree benefit programs such as Medicare.

Serves on designated benefit-related committees in order to maintain open communications with employees, union representatives, city management, insurance carriers, and other related groups.

Develops, implements, and coordinates or conducts city-wide and departmental training programs such as employee benefits and general staff development.

Develops, communicates, monitors, and evaluates policies, procedures, and standards for the Human Resources Department; makes recommendations for improvement as needed.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree or equivalent from a four-year college or university in public administration, business, human resource management or a related field; five to seven years of progressively responsible related experience or, any combination of education, training and experience, which provides the knowledge, skills and abilities, required for the job.

Licenses and Certifications:

MV Operator Certification (necessary).

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of benefits administration and personnel/human resources management.

Federal, state, and local laws, rules, and regulations pertaining to benefits, personnel/human resources, and leave administration issues.

Communication techniques and use of training equipment and materials.

Principles and practices of insurance and claims management for health, dental, life, disability, worker's compensation, and general liability.

Skill in:

Communicating clearly and effectively with others, both orally and in writing.

Making oral presentations before groups of people.

Organizing and initiating program activities over a wide scope involving diverse groups.

Establishing and maintaining effective working relationships with municipal employees, officials, outside agencies, and the general public.

Providing exceptional customer service to both internal as well as external customers.

Read and interpret documents and reports.

Mental and Physical Abilities to:

Solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

Define problems, collect information, establish facts, draw valid conclusions, and anticipate the consequences and/or respond to actions taken.

Establish and maintain effective working relationships with others.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, or stooping.

Occasionally lift light objects.

Working Conditions:

Work is performed in an office.