



HUMAN RESOURCES BENEFITS SPECIALIST JOB DESCRIPTION

Job Title: **Human Resources Benefits Specialist** Job Code: **HR110BEN**

Pay Grade: **22**

Effective Date: **September 2012**

FLSA: **Exempt**

Revision Date: **January 2020**

NATURE OF WORK

Under limited supervision, manages the County's benefit plans, coordinates and performs a variety of technical and administrative functions on behalf of the Lewis County Human Resources Department; provides human resources services to County departments; and performs other related duties as assigned.

ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Coordinates a variety of departmental functions pertaining to onboarding, benefits, classification, compensation, training, personnel policy administration, data management, and retirement.
- Responsible for the submission of all master applications for all applicable insurance carriers.
- Assist in developing human resources policies and procedures; reviews policies and recommends policy additions and/or amendments as required.
- Responds to inquiries from County departments and personnel regarding human resources policies, benefits, employment laws, and/or other personnel related matters.
- Provides benefits information during open enrollments; interacts with union representatives; participates in collective bargaining negotiations when applicable; facilitates insurance independent meetings as required.
- Conducts a variety of benefits activities; coordinates and schedules benefit fairs and wellness sites; prepares new employee benefits packets.
- Administers the County's Workers' Compensation Program in accordance with applicable regulatory requirements; coordinates administrative, settlement, and closure functions through the Third Party Administrator, attorneys, and health care providers.
- Investigates incidents and workers' compensation claims; appraises individual claims and develops and implements return-to-work programs.
- Processes unemployment claims; works with offices/departments on disputing or confirming UI claims.
- Maintains and updates the County's benefits portal and employee database; assures benefits information is accessible to all employees.
- Responsible to train and maintain the HR/payroll personnel module for new/existing employee benefits qualifications.
- Receives, reviews, and processes unemployment and workers' comp requests. Provides information and assistance to employees as authorized; responds to employee and provider requests regarding benefits coverage and eligibility and/or other information.
- Manages and maintains the County's benefits database; tracks all benefits programs and provides education and training to employees; generates and provides management personnel with periodic benefits changes or reports.

- Performs a variety of general accounting duties; prepares payroll functions; processes accounts payable and revenue checks; maintains budget data.
- Provides administrative support to the departments Administrator or Director and/or various committees including the Personnel Advocacy Committee as assigned.
- Conducts and oversees employee recognition program.
- Performs a variety of employee relations duties; conducts interviews and internal investigations.
- Prepares and maintains a variety of human resources records, reports, and documentation.

WORKING ENVIRONMENT / PHYSICAL DEMANDS:

Work is performed in a standard office environment and involves light physical demands and frequent use of a personal computer.

EMPLOYMENT STANDARDS:

Associate's Degree in Human Resources, Public Administration, Business Administration, or a closely related field; AND three (3) year's human resources experience.

KNOWLEDGE AND SKILLS:

Knowledge of:

- County policies and procedures.
- Human resources principles, practices, and policies.
- Union negotiation regulations and processes
- Regulations governing human resources activities
- Workers' Compensation and Unemployment programs.
- ACA compliance and process.
- Classification and compensation principles.
- Recruiting principles, processes, and strategies.
- Training principles and practices.
- Human resources records, reports, and documentation.
- Database management principles, recordkeeping and record retention standards.
- Processes for preparing and monitoring budgets.

Skills in:

- Coordinating and performing a variety of human resources functions.
- Maintaining compliance with regulations governing human resources activities.
- Coordinating and conducting training classes.
- Conducting a variety of employee benefits labor relations, recruiting, and training activities.
- Employee benefits counseling.
- Providing human resources services and support to County departments.
- Assisting in developing human resources policies and procedures.
- Preparing and maintaining a variety of departmental records, files, and documentation.

- Operating a personal computer and utilizing standard computer software and administering assigned databases.
- Providing assistance in developing and monitoring departmental budgets.
- Establishing and maintaining effective working relationships with County departments and personnel, elected officials, outside agencies, and the general public.
- Communicating effectively verbally and in writing.
- Dealing constructively and courteously with the Department, BOCC, Lewis County and general public.
- Establishing and maintaining effective working relationships with co-workers.