

Jefferson County Position Description

Name: **Department:** Human Resources
Position Title: Benefits Administrator **Pay Grade:** 9 **FLSA:** Exempt
Date: December 2020 **Reports To:** Human Resources Director

Purpose of Position

The purpose of this position is to manage employee benefit programs for Jefferson County employees and retirees and is designated as Jefferson County's Health Insurance Portability and Accountability Act (HIPAA) Privacy Officer. This position is also responsible for the department operations and Human Resource relations when the Director is not available.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Administers County benefits, including but not limited to health, dental, life, and disability insurances; Flexible Spending programs, H.S.A. program, and H.R.A. program; Wisconsin Retirement System (WRS); and deferred compensation programs.
- Acts as liaison between employees and benefits vendors and coordinates the activities of benefits consultants and external advisors to obtain technical information, ensure accurate enrollments, ensure benefit contracts are followed, etc. Assures notices and communications are distributed and posted. Works with vendors to provide estimated costs of programs.
- Ensures benefit programs comply with applicable Federal and State laws, Personnel Ordinance stipulations, regulations, and qualification standards, recommending changes to policy or benefit design to ensure compliance.
- Communicates information in a timely manner for compliance and positive employee relations. Communicates benefit design and changes with employees, arranging on-site meetings with vendors when necessary.
- Assists in preparing requests for proposal specifications for benefit programs (such as health, dental, life, Section 125b, disability, or Workers' Compensation) and analyzes proposals based on established required criteria.
- Administers Countywide Leave program for employees, assuring Federal, State, and County regulations are adhered to; works with employees and department heads to promote positive transitions for workforce.
- Facilitates Health and Wellness Program and Employee Assistance Program.
- Assumes the role of the County's HIPAA Privacy Officer, including training, policy development, and investigating and resolving complaints or potential issues.
- Assists in job review and evaluation of new and current positions, using tools available and FLSA regulations to recommend classification placing and exempt status.
- Acts as first point of contact for new employees and facilitates enrollment in all benefit plans, presents benefit orientation to new employees, provides consultation for retirees or terminating employees regarding benefits options, and conducts exit interviews.
- Maintains confidential files and personnel records, processes documents required for payroll, and prepares custom benefit reports as required.
- Manages the County's electronic ID Badge system, including door access, troubleshooting problems and contacting Management Information System when appropriate.
- Spearheads special projects as assigned, such as training initiatives, surveys, etc.

- Makes Human Resources administrative decisions in Director's absence.
- Complies with County HIPAA Policies and Procedures.
- Demonstrates dependable attendance.
- Adheres to and promotes safety as a priority in the workplace.
- Performs other duties as assigned or that may develop.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Serves as Hearing Officer for disciplinary action appeals as needed.
- Performs receptionist duties for Administration.
- Serves as backup to the Human Resources Coordinator and/or Human Resources Specialist.
- Participates in and conducts surveys with other counties regarding benefits policies and packages.

Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor's degree in human resources or related field plus two years of experience; or equivalent combination of education and experience.

Preferred Training and Experience Required to Perform Essential Job Functions

Master's degree in human resources or related field and 1-2 years' experience; or bachelor's degree in human resources or related field and 4-5 years' experience; or combination of education and experience. Experience with public sector benefit programs is preferred.

Other Requirements – Certificates/Licensures

Society for Human Resource Management, PHR or SPHR; or SHRM-SPC certification or other demonstration of continued education beneficial.

Knowledge, Skills, Abilities

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to effectively present information to top management, public groups, and/or boards.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to reliably and predictably carry out one's duties.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to work effectively with individuals and families in very emotional and difficult situations and in situations where individuals may be hostile or aggressive.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Knowledge of accounting principles and practices, accounts payable, and payroll practices.

- Knowledge of administrative practices and procedures; business English, spelling, grammar; operation of office equipment; word processing, databases, scanning, presentation, and spreadsheet software.
- Knowledge of County government organization and operation and interrelationships between governments and the community.
- Knowledge of Federal and State civil and criminal laws and regulations applicable to the delivery of child support services, including record retention and privacy issues.
- Knowledge of Federal and State laws pertaining to child support services programs including the establishment, modification and enforcement of child support orders.
- Knowledge of Federal and State laws, rules, regulations pertaining to human resource management such as Equal Employment Opportunity, Title VII of the Civil Rights Act, Americans with Disabilities Act as Amended, Fair Labor Standards Act, Family and Medical Leave Act, Affordable Care Act, Workers Compensation, Employee Retirement Income Security Act (ERISA).
- Knowledge of Human Resources techniques utilized in employee relations, interviewing, recruitment, record-keeping, statistical analysis, and training.
- Knowledge of laws, government regulations, and agency rules as they relate to government accounting and budgeting.
- Knowledge of principles and processes for providing customer service. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of principles, practices, and techniques of public sector human resources governing Human Resources activities and functions.
- Skill in prioritizing workload, developing action plans and meeting deadlines.

Supervision

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is regularly required to sit; use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds does not generally occur, but may occur when lifting boxes, books or paper. Specific vision abilities required by this job include close vision, color vision, depth perception and ability to adjust focus, distance vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties and responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this position, the employee is not regularly exposed to adverse conditions. The noise level in the work environment is usually moderate.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below; I agree that I can perform the duties of this position with or without reasonable accommodation.

Benefits Administrator

Job Class: 3050

Employee

Date

Supervisor

Date

Human Resources

Date
