

## FUNCTIONAL JOB DESCRIPTION

<b>Current Title:</b> Benefits Administrator	<b>Working Title:</b> Compensation & Benefits Administrator
<b>Location:</b> Human Resources	<b>Salary Grade:</b> 2009
<b>Dept:</b> Human Resources	<b>FLSA Status:</b> Exempt
<b>Reports to:</b> Director of Human Resources	<b>Supervises:</b> HRIS Specialist & Compensation Analyst

**General Summary:** Under the direction of the HR Director, this is a highly responsible professional administrative position, responsible for the planning, coordinating and administering of compensation and benefit activities. The Benefits Administrator manages all benefit plans, wellness program and application of compensation policy and procedures for the agency. Benefits include, but are not limited to: Life, Health, Dental, Short-Term Disability, Long-Term Disability, Cancer/Critical Care, Accident, Employee Assistance Program annual leave, sick leave, Retirement, Recognition Awards and Wellness. Work involves close interaction with managers and employees to counsel on benefits available, anticipate HR-related needs and seeks to develop solutions.

**Education Required:**

**Preferred:**

Graduation from an accredited 4-year college or university.	Master's degree from an accredited college or university.
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**Area of Study (major) Required:**

**Preferred:**

Human Resources Mgmt., Accounting, Finance, Business, or closely related field.	Human Resources Mgmt. or closely related field.
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**Certification(s) Required:**

**Preferred:**

N/A	Professional in Human Resources (PHR) through HRCI.
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**License(s) Required:**

**Preferred:**

Valid LA Driver's License in good standing. Must be able to obtain LA driver's license within 6 months of hire.	N/A
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**Years Relevant Work Experience:**

**Preferred:**

Four (4) years progressive experience in employee benefits and self-funded plans; experience in Compensation preferred. Equivalent combination of education and experience will be considered.	Ten (10) or more years related experience, at least three (3) years full-time at BREC.
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**Knowledge, Skills, and Abilities:**

- Thorough knowledge of benefit laws ACA, COBRA, FMLA. ADA, HIPAA & ERISA regulations
- Thorough knowledge of Federal & State Employment Law pertaining to compensation programs
- Knowledge of self-funded insurance plans
- Working knowledge of benefits administration, compliance and communication.
- Working knowledge of HRIS and database management and open enrollment software
- Understanding of compensation administration, compensation program design including incentive, variable and executive compensation practices
- Working knowledge of Compensation practice and policy
- Skill in using a computer and modern office equipment
- Proficient in Excel and other MS Office applications
- Ability to interpret regulations and administer benefits plans in accordance with legal requirements
- Ability to exercise judgment related to contracts, policies & practices
- Ability to compose routine correspondence and management reports
- Moderate mathematical skills
- High attention to detail

- Excellent time management/prioritization skills
- Excellent communication skills/interpersonal skills
- Ability to develop and facilitate presentations
- Ability to follow complex oral and written instructions
- Ability to work under stress and handle situations firmly with tact to develop and maintain good public and internal relations.
- Ability to work with various and diverse groups
- Ability to use sound judgment and discretion with sensitive, confidential matters
- Ability to initiate and manage multiple projects under time constraints
- Ability to communicate effectively, both orally, with individuals and groups, and in writing
- Ability to establish and maintain effective working relationships with staff, other employees, department heads, BREC officials, vendors and the public

**Days/Hours Worked:** Generally, 40 hours per week. Work hours vary including occasional nights and weekends; overtime as required.

**Essential Functions and Duties:**

- Plans, coordinates, directs administers and services all employee benefits including but not limited to life insurance, health insurance, dental insurance, annual leave, sick leave, retirement, 457 options, 403B options employee facility and discount plan, service awards, STD & LTD, cancer/critical care, accident employee assistance program, wellness, recognition awards, retirement plans.
- Responsible for organization compliance with appropriate benefits law (COBRA, HIPAA, FMLA, etc.)
- Develop, implement and administer compensation policies and programs
- Works with operational leaders on the resolution of employee compensation related matters.
- Assists managers with determining offer amounts, promotional increases and related items
- Provide advice on pay decisions, policy and guideline interpretation and job evaluation to ensure that
- Keep abreast of changes in federal, state and local compensation laws and regulations to ensure compliance
- Work closely with the Centers for Medicare and Medicaid Services and third-party medical administrator to seek reimbursement on prescription drug plan expenditures for qualified retirees
- Develops tools and processes for benefits and wellness program and implements new plans or changes to existing plans
- Identify, recommend and implement, policy changes and improvements with vendors to streamline and improve efficiency of benefits
- Answers, researches and responds to internal and external benefit inquiries. Works with vendors to resolve complex benefit issues including but not limited to eligibility, claim payments and benefit plan interpretations.
- Maintain accurate data to complete the annual Form 1095-C
- Prepares and sends monthly invoices to retirees and affiliate members
- Prepares management reports upon request.
- Processes and administers leave of absences request for FMLA, personal, military, etc.
- Collaborate with HR team, payroll staff, and Information Technology department to ensure the accuracy and integrity of all HRIS-benefits related data.
- Maintains hard copy and electronic files and records pertaining to benefits for active employees and retirees,
- Maintain, monitor and administers benefits in HRIS system
- Manage the collection of insurance premium payments while employee is out on FMLA or approved LWOP.
- Recording changes in accordance with open enrollment and qualifying family events under Section 125.
- Works with third party vendors, reviews contracts, and helps manage service agreements
- Notify appropriate carriers of employee terminations
- Serves as an ad-hoc committee member on the Insurance Sub Advisory Committee
- Analyze and prepare weekly and monthly insurance carrier remittances; Reconcile monthly invoices
- Conducts exit interviews and processes COBRA elections and benefits upon terminations
- Audit benefit deductions and remittances to ensure accuracy and compliance
- Assists with preparation of the budget for employee benefits; review, monitor revenues and expenditures and track payments

- Research collects data on industry standards and practices to determine competitiveness of offerings
- Organize and coordinate annual employee open enrollment and health fair
- Participates on committees, attends meetings, seminars, workshops as assigned
- Prepares announcements, plan summary documents, and other media for communicating plans to employees
- Conducts employee orientation and training on benefits rights and responsibilities; Prepares benefit orientation packets when necessary
- Visits field sites for benefits services as necessary.

*This job description in no way states or implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties as requested by his or her supervisor.*

**Necessary Equipment, Instruments, Materials:** Basic office equipment includes, but is not limited to: typewriter/keyboard, calculator, telephone, photocopier, fax machine.

**Environment:** Office environment with no temperature extremes, excessive noise, or exposure to other environmental conditions.

**Mental Involvement:** This position requires a high degree of judgment, ability to work with confidential and sensitive information. A moderate degree of stress is involved in meeting deadlines, providing advice and dealing with interpersonal situations.

**Language Skills:** Must be highly literate. Requires writing skills, reading and interpreting a variety of documents – contracts, legislative documents, internal, industry and professional publications, analytical reports.

**Physical Demands:** This position is primarily sedentary with occasional walking and/or standing.

**Sitting:** Largest amount of time is sedentary in office work, meetings, etc. Sitting can be for more than one hour at a time.

**Standing:** Is required with interacting with other staff members and in giving presentations. Generally prolonged standing can be avoided.

**Walking:** Must be able to navigate the administrative building and various BREC sites on occasion.

**Climbing:** Although not a specific requirement of the job, accessing the upper floor of the administration building may occasionally be necessary, but can generally be avoided.

**Turning/Twisting** Accessing offices or accessing material in files, cabinets, carts, storage closets is necessary.

**/Bending/Stooping:**

**Pushing/Pulling:** Accessing offices or accessing material in files, cabinets, carts, storage closets is necessary.

**Lifting:** Limited to 10 pounds; minimal overhead lifting.

**Reaching:** Accessing offices or accessing material in files, cabinets, carts, storage closets is necessary.

**Squatting/Crawling:** May be occasionally required to ensure integrity of computer operations.

**Manual Dexterity:** Must possess enough motor skills to effectively operate a computer, typewriter, telephone and other office equipment.

**Visual Acuity:** Near acuity (with or without accommodation) is required for extensive reading and analysis of wide variety of moderate to heavy volume of written materials, reports, forms often including data and figures.

**Testing Required:** Attention to Detail, Math

**Training Required:** New Hire Orientation including, but not limited to: Benefits, Safety and Workman’s Comp, Compliance Training, and Personnel Policies and Procedures and Departmental Training, Finance/HR Software, Department Specific Software, Public Relations Purchasing Procedures, Ethics, MS Outlook.

**Disclaimer:** Performs other duties as needed upon request of immediate supervisor.

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Department Head Approval

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Date

**I have read and reviewed the job description.**

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Candidate

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Date