

CITY OF HELENA



Position Title: Human Resources and Benefits Specialist

Department: Human Resources

Division: Administration

Grade: 142

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

The purpose of this position, under general direction of the Human Resource Director, is to administer the City's employee benefits, safety, workers' compensation and organizational development programs. The position plans the operations of various employee benefits programs including health, life, accident, disability, employee assistance programs, wellness and flexible spending plans. The position works with internal and external stakeholders to administer each program with the highest level of customer service. The incumbent will also work with the Human Resource Director on process improvement projects and in consultation with employees, managers and unions where applicable. The position is responsible for and participates in a variety of special projects within the department and will perform human resources generalist duties as assigned.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Benefits Administration

This position administers the employee benefits programs in accordance with City, State and Federal policy. The benefits administered consist of medical, dental, vision, life, accident, disability, employee assistance programs and flexible spending plans. The position is responsible to review, negotiate, evaluate/forecast costs and implement contracts related to benefit programs. The incumbent will maintain the City's benefit database. The position participates in planning and review of insurance policies, recommends changes and reviews plan documents.

The position provides a high level of customer service to employees, retirees and dependents regarding benefit programs. This consists of explaining employment benefits; coordinating insurance plan enrollment; preparing claims; calculating, processing, billing, and collecting payment for insurance premiums for deposit into the assigned account; processing claims submitted by the insurance company and processing payment of fees. The incumbent is responsible to organize the annual City-wide open enrollment process.

The position is responsible to conduct orientations for new employees discussing job duties and responsibilities, compensation and benefits, work schedules and working conditions, safety and city and/or union policies, promotional opportunities, and other related information. The position will also schedule exit meetings with terminating employees to ensure all required paperwork is processed for benefits purposes.

The position is responsible to prepare, make recommendations and enter budgets for Medical, Dental, Vision and Risk Management into the computer system. The position must also ensure that deposits and payments are correctly allocated and charged to the appropriate fund. The incumbent will work with the Budget Manager in preparing costs for allocation of all appropriate insurance charges to other departments.

The incumbent will be responsible for ensuring that the City's medical insurance plan meets compliance and reporting deadlines of the Patient Protection and Affordable Care Act (PPACA). This requires the position to stay abreast of changes and updates that will affect the City. The position will be responsible for ensuring that the City offers insurance to all eligible employees under the Act.

Organizational Development

This position provides training that is customized to the needs of the City, managers and employees. The incumbent develops, delivers, or coordinates the delivery of training programs on a variety of topics to meet organizational needs and provide professional development opportunities for managers and employees. This includes analyzing City organizational issues, program operations, managerial objectives, and staff development needs to identify and prioritize professional development activities. The position evaluates the effectiveness of training efforts through various information gathering techniques. The incumbent works with the Human Resource Director to determine areas of priority for the City.

Safety Program Administration

This position will work to maintain a safe workplace for employees by managing an aggressive health and safety program that reduces occupational health exposures to reduce lost time and injury frequency rates. This consists of safety promotion and training along with workers' compensation program administration. The position will act as the safety committee chairperson responsible for leading the safety program throughout the City. In conjunction with MMIA and the State of Montana, the position inspects City facilities, equipment, and operations for compliance with safety standards and laws. The position is responsible to assist and train supervisors in accident prevention and investigation.

This position will provide training and materials for the Safety Program for the City of Helena and maintain the Safety intranet pages. The incumbent will identify appropriate safety training resources and negotiate workshop content and fees with outside vendors or consultants. The position administers the respirator program, ensuring all employees that are required to participate have the proper physical, fit test and meet requirements.

The incumbent will receive, electronically file, and maintains record of liability, property and workers' compensation claims. The position is also responsible for gathering and maintaining injury statistics and records, which includes the OSHA 300 Reporting.

Wellness Program

This position is the Wellness Program Coordinator and will serve as the chairperson of the City Wellness Committee. The position is responsible to develop the program, plan meetings, lead discussion and promote the wellness program throughout the City. The incumbent is responsible for updating and maintaining the City wellness website. The incumbent will also coordinate wellness related training opportunities for employee participation.

Human Resource Consultation and Projects

The position will assist in consulting with employees and managers on various human resource issues as required. This will require the use of extensive knowledge of federal and state law, state and City policies, and City HR procedures. The incumbent will participate in planning and policy development with others in the office including revision and maintenance of the Personnel Policy Handbook. The position will support City stakeholders by providing consultation and technical assistance with services including consultation and mediation; grievances and appeals; labor relations; workforce and succession planning; policy development, interpretation and implementation; and meeting regulatory requirements in areas, including but not limited to FLSA and EEO/Affirmative Action. The incumbent will be responsible to support performance management throughout the City by counseling and training managers on the performance evaluation system and process.

The position may be required to assist and serve as a backup for others in the office regarding issues not limited to recruitment and selection, job descriptions, pay administration, performance management, progressive discipline, payroll, union contract negotiations, Family Medical Leave Act, ADA AA and administration of the City Drug Testing Program.

Essential Knowledge, Skills and Abilities Related to this Position:

- Computer skills: Microsoft Office Suite (Excel, Word, Access and Powerpoint)
- Analytical and mathematical skills
- Generally accepted accounting, bookkeeping and budgeting principles
- Principles and practices of personnel administration
- Knowledge of federal and state laws
- Workers Compensation, health insurance, benefits design and cafeteria plans knowledge
- Oral communication and presentation skills
- Written communication skills
- Time management and organizational practices
- Decision-making and problem-solving skills
- Self-motivated and highly productive
- Strong interpersonal skills
- Multi-tasking skills
- Customer service skills
- Understanding of government operations

Physical Demands:

Ability to work in a standard office environment with ability to travel to different locations. Ability to see, hear, and speak to interact with public and city staff. Involves work of a general office nature usually performed sitting, such as answering the phone and operation of a computer. Involves work of a general office nature usually performed standing, such as operation of a photocopier and a fax machine.

Minimum Qualifications (Education, Experience and Training):

This position prefers a Bachelor's degree in human resources, employee benefits management, public administration, business administration, accounting, communications **or** a related field. This position requires **three** or more years of increasingly responsible job-related work experience in human resources that is made up of benefits administration, organizational development (training), workers' compensation and safety, and governmental accounting and budgeting. Experience in a governmental agency is highly desirable. Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

Supervised by the Human Resource Director

Supervision Exercised:

None

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.