



**Job Title:** Human Resources Generalist (Benefits Administration)  
**Department:** Human Resources  
**Reports To:** Human Resources Director  
**Open Date:** December 18, 2018  
**Close Date:** Open Until Filled  
**Hiring Range:** \$3,551.92 – \$4,536.70 per month, DOE  
**Salary Range:** \$3,551.92 - \$5,325.22 per month, DOE

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### **Job Summary:**

The HR Generalist at the City of Meridian administers and maintains the City of Meridian welfare benefit programs including health, PERSI, life, disability and voluntary insurances. The position serves as the liaison between vendors and employees and advises employees on eligibility, coverage and other benefit matters, researches and resolves enrollment or coverage issues.. The HR Generalist manages and leads the employee Wellness Program and the Benefits Committee. This position is responsible for compliance, updating, maintaining, filing and assisting with the day-to-day benefits and the administrative functions of worker's compensation , FMLA benefits enrollment, and COBRA. This position develops and leads portions of the City's new employee orientation and onboarding relating to benefits enrollment, leave and Wellness programs and benefit updates.

This position requires knowledge / understanding of benefit structuring, programming, implementation, record keeping and compliance with related Federal and State regulations and union contracts. Knowledge is usually gained through on the job experience and formal training with a multi-faceted benefits plan. This position requires a high degree of accuracy and strict compliance with eligibility, legal time frames and regulations. Work is performed under the general supervision of the Human Resources Director but the individual exercises independent judgment. As such, the employee works closely with Human Resource personnel on issues governed by employment laws and union contracts to ensure consistency in eligibility and application of regulations.

The HR Generalist is an experienced HR professional who is expected to continuously improve processes and approach for the best outcomes, balancing the needs of the City with the needs of the employee.

### **Essential Duties & Responsibilities:**

- Administers benefit programs including FMLA notification and compliance;
- Processes all paperwork to benefit carriers;
- Responds to a variety of employee questions regarding benefit coverage, eligibility, qualifying events, and PERSI;
- Works with insurance brokers on health coverage products; makes decisions on plan design and changes in consultation with HR Director and others as appropriate;

- Maintains and updates the HR employee files with appropriate and confidential benefit paperwork and is responsible for updating HR webpage relative to benefits information and forms;
- Conducts new hire orientation, ensuring enrollment is accurate and timely;
- Delivers formal presentations to City Council;
- Ensures compliance with City, State and Federal benefits regulations and policies;
- Responsible for input and maintenance of employee information held within HRIS systems for FMLA tracking and benefits enrollment;
- Manages annual Open Enrollment process, including communication program and coordination with insurance broker and other resources;
- Responsible for the development and coordination of any annual benefit fair event;
- Provides updates and changes to any benefits-related forms, letters and correspondence; processes all paperwork to benefit carriers;
- Responsible for the development, maintenance of City Wellness Program including regular communications, committee leadership and management, website information, programs (e.g. Lunch & Learn, challenges);
- Plans and leads meetings for Benefits Committee and Wellness Committee;
- Manages Wellness Program budget and vendor as appropriate;
- Performs plan and eligibility audits;
- Consistently assess procedures and strives for efficient and streamlined improvements;
- Administer STD and LTD programs, assisting employee with completing necessary paperwork; acts as liaison between employee, vendor and City Payroll;
- Audits benefit deductions; ensures smooth communication and information flow between HRIS/HR and Payroll;
- Acts as liaison between employees and State Insurance Fund regarding Worker's Compensation Administration;
- Serves as the liaison between the City and third party administrators for file feeds, concerns, and issues to carriers;
- Performs development of new system codes in the HRIS system as needed;
- Coordinates with the Information Technology Department to ensure timely updates of the HRIS system;
- Responsible for accurate input and maintenance of employee information in COBRA system;
- Responds to PERSI inquiries of separation;
- Completes benefit surveys as requested;
- Assists payroll department in monthly reconciliation of benefit billing;
- May be assigned other HR programs or projects as appropriate;
- Provides monthly reporting as required to HR Director, others;
- Prepares, audits and sends annual Affordable Care Act (ACA) reporting to IRS;
- Provides exceptional customer service when responding to all internal and external customers, (employees, other governmental representatives, business organizations, community groups, and/or public);
- Other duties as assigned.

**Job Specifications:**

- Requires Associates degree plus 5-7 years' experience working in the Human Resources field as Benefits Specialist, etc. or any equivalent combination of experience, education or training in human resources which provides the knowledge, skills and abilities necessary to perform the work;
- Working knowledge of self-funded insurance plans strongly desired;
- A Bachelor's degree in HR, Psychology, Management or Business and/or PHR/SPHR is desirable;
- Must be computer-savvy and be proficient in Microsoft Office products, including Outlook, Publisher and PowerPoint and ability to operate office equipment, including computer, printer, scanner, copy machine, and fax machine;
- Must have working knowledge of State and Federal employment laws and regulations, including FMLA, ADA, COBRA, FLSA, HIPPA, ACA, PERSI, DOL and appropriate IRS regulations;
- Must have professional writing skills and be able to create letters, reports, documentation using proper grammar, spelling, etc;
- Ability to understand budgeting and adhere to pre-determined budget;
- Knowledge of contractual requirements and language typically used in benefit plans;
- Knowledge of ACA reporting requirements;
- Knowledge of union contracts and of Federal State reporting requirements;
- Ability to interpret laws and regulations and to translate complicated legal principles related to job functions into common language understandable by employees;
- Must have knowledge of general office practices/procedures and through knowledge of record keeping principles and practices;
- Ability to respond to employee questions relating to benefits in a clear, concise manner;
- Ability to handle various employee issues with confidentiality, empathy and compassion;
- Ability to work independently using appropriate discretion and judgement;
- Must be detailed oriented and have empathetic listening skills and have demonstrated maturity and a high degree of follow through and professionalism;
- Must be willing to work in a fast-paced and demanding environment and display an attitude of cooperation with the ability to work professionally and effectively with others;
- Ability to compose and create forms & correspondences independently or from brief instructions;
- Ability to establish priorities and organize workload;
- Ability to establish and maintain effective working relationships with management, supervisors, co-workers, employees, general public and ability to work and deal with a wide range of individuals from various ethnic and cultural backgrounds;
- Ability to work as a team player collaborates with others, adapts to changes, work effectively with frequent interruptions and have integrity, in the performance of assigned tasks;
- Must have strong customer service skills, be able to manage multiple tasks and projects, plus have a strong attention to detail;
- Must have strong professional writing skills for writing reports, minutes, and other communication;
- Ability to regularly plan, set up, and attend meetings, functions, and events, sometimes after hours;
- Must have demonstrated excellent oral and written skills to communicate effectively with customers, vendors, and the public in face-to-face meetings, one-on-one settings, in groups and in using a telephone;
- Ability to produce documents with clearly-organized thoughts using proper sentence construction, English usage, vocabulary, punctuation, spelling and grammar;
- Must be willing to attend classes in related fields to upgrade skills and knowledge.

**Work Environment and Physical Demands:**

This role spends most of the day sitting at a desk and working on a computer, inside a climate-controlled office environment. May lift up to 25 lbs. on occasion.

Position requires occasional meetings outside of regular working hours, i.e. City Council, early morning/late evening meetings with employees on 24 hour shifts, as needed.

**Travel Requirements:**

Position may travel within the City of Meridian to other City locations. Occasional in-State travel may be required.

**Disclaimer:**

Incumbent must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

**This is an accurate description of the essential functions of my position.**

**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_

**Approval:**

**Manager** \_\_\_\_\_ **Date** \_\_\_\_\_