

LINN COUNTY CLASSIFICATION

TITLE: SENIOR PERSONNEL BENEFITS SPECIALIST

NUMBER: 012

APPROVAL ORDER

PAY RANGE: 10

NUMBER: 2012-254

CATEGORY: MANAGEMENT/EXEMPT

DATE: September 4, 2012

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Perform a variety of complex, confidential duties involving personnel issues, activities and benefits including record keeping, data entry, employee orientation and counseling, research and problem solving.

SUPERVISION RECEIVED: Works under the general supervision of the Linn County Administrative Officer or other administrative supervisor. The employee is responsible for carrying out tasks with a minimum of supervision once the entire workflow is experienced. With general procedures and guidelines, employees frequently develop and refine their own routines in carrying out work to completion.

SUPERVISION EXERCISED: Supervision of other employees is not a principle responsibility of all positions in the classification; the duties of some positions will include responsibility to assign/supervise work and train employees in lower classifications and review work for completeness and accuracy.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for and remain in this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Create and maintain accurate, up-to-date and complete personnel files for each County employee. Work very closely with payroll staff to enter and insure that all appropriate information is provided to the Integrated Financial & Administrative Solution (IFAS) Human Resources (HR) software system database in a timely manner. Review Personnel Action Forms (PAF) to insure validity and accuracy which may affect payroll and personnel records. Update the IFAS HR database as needed.
2. Prepare and provide benefit information packets and hold orientation interviews with new employees. Explain medical, dental, vision and life insurance coverages, general benefits information regarding deferred compensation, employee assistance, and flexible spending account programs. Responsible for keeping employees informed of benefit changes. Assist in the completion and processing of various forms.
3. Investigate and solve problems related to all aspects of employee benefit relations, initiate correspondence as necessary, conduct exit benefit interviews for terminating and retiring employees and assist them with continuation insurance. Insure compliance with applicable Federal and State laws such as COBRA (health insurance continuation coverage) and Family Medical Leave Act (FMLA) rules and regulations.
4. Assist payroll staff in completing the Public Employees Retirement System (PERS) system requirements for employees. Research salary certifications, sick leave records, and various PERS records to insure that employees are appropriately credited with PERS service. Assist employees and dependents in obtaining death & disability claims, PERS & deferred compensation withdrawals, and social security and Medicare benefits.

5. Prepare and maintain a variety of reports, logs/files of Workers' Compensation and unemployment claims/notices and prepare reports as required. Verify employment and salary information requests, complete various surveys, and assist other governmental agencies with salary, classification and benefit information.
6. As appropriate, interpret provisions of County Personnel Policy, Collective Bargaining Agreements, statutory regulations, insurance and retirement programs and provide any other information which may assist in carrying out the responsibilities of the position. Serve as liaison between County employees and all benefit providers and arranges and schedules meetings between them as needed.
7. Assist as required in the Accounting, Treasurer's and Commissioner's offices.
8. Develop and maintain effective, harmonious and reasonable work relationships with others.
9. Maintain regular and predictable work attendance.

OTHER FUNCTIONS: This classification description covers the most significant essential functions performed by an employee in this position, but it does not include other occasional work which may be similar to, related to, or a logical assignment for the position.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL, AND ABILITY: Considerable knowledge of personnel and benefits practices and procedures as required by the position. Considerable knowledge of basic business English composition, spelling, punctuation, and arithmetic, as required by the particular position. Reasonable knowledge of bookkeeping principles and practices necessary to maintain departmental or program financial records. Reasonable knowledge of HR software systems and applications.

Ability to perform duties with initiative and judgment and to use resourcefulness and tact in public contacts. Ability to read, understand, and apply available guidelines to a variety of operational requirements. Ability to establish and maintain harmonious working relationships with other employees and the public. Ability to use standard office equipment and HR software applications. Ability to make moderately complex mathematical computations and tabulations with speed and accuracy. Ability to plan, organize, and complete work in a timely fashion. Skill in the operation of a typewriter, computer and calculator.

EXPERIENCE, EDUCATION AND TRAINING: Four years of responsible personnel and benefits experience enabling individual to perform required knowledge, skills, and abilities with experience in maintaining financial records and HR software databases required by the position; and graduation from a senior high school; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.