

TITLE: Benefits Administrator

HR/5

DEPARTMENT: Human Resources, Fayette County

JOB SUMMARY: This position is responsible for the administration of the county's employee benefits programs.

MAJOR DUTIES:

- o Processes and inputs insurance changes, name changes, and payroll changes.
- o Processes FMLA applications and Workers' Compensation claims.
- o Reviews plan documents for changes, corrections, and uniformity.
- o Processes/bills employees for health insurance.
- o Processes vision claims and inputs into payroll.
- o Processes short-term disability and death claims.
- o Assists customers by telephone and in person.
- o Maintains files and records.
- o Reconciles and audits financial records.
- o Schedules and implements new employee benefits meetings.
- o Serves as HIPAA compliance officer.
- o Compiles benefits summaries for monthly reports.
- o Coordinates open enrollment periods.
- o Coordinates employee health fair.
- o Maintains agreements and contract books.
- o Assists with payroll on an as need basis.
- o Develops requests for proposals for insurance benefits.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of standard human resources practices.
- o Knowledge of medical benefits, Social Security benefits, FMLA, Workers' Compensation, and retirement benefits.
- o Knowledge of computers and job related software programs.
- o Skill in public and interpersonal relations.
- o Skill in researching and preparing reports.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Human Resources Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include FMLA regulations, Workers' Compensation regulations, ADA regulations, HIPAA regulations, Social Security policies, and IRS regulations. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied benefits administration duties. The need for accuracy contributes to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to administer employee benefits programs. Success in this position contributes to the implementation of a quality employee benefits package.

PERSONAL CONTACTS: Contacts are typically with co-workers, vendors, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; and motivate and influence persons.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, or stooping. The employee occasionally lifts light objects.

WORK ENVIRONMENT: The work is typically performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

EXEMPT/HIPAA

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.