



## Benefits Manager

### Human Resources

HR/3-219

#### JOB SUMMARY

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

#### MAJOR DUTIES

1. Processes and inputs insurance changes, name changes, and payroll changes.
2. Processes FMLA applications and workers' compensation claims and related reports.
3. Reviews plan documents for changes, corrections, and uniformity.
4. Processes billing of employees for health insurance, life insurance, FSA, etc.
5. Processes vision claims and inputs into payroll.
6. Processes short-term disability and death claims.
7. Maintains files and records, including those of a confidential nature.
8. Reconciles and audits financial records.
9. Schedules and implements new employee benefits meetings.
10. Serves as HIPAA compliance officer.
11. Compiles benefits summaries for monthly reports.
12. Coordinates open enrollment periods.
13. Coordinates employee health fair.
14. Maintains agreements and contract books.
15. Assists with payroll processes; audits benefits codes for accuracy.
16. Develops requirements for proposals for insurance benefits.
17. Gathers and processes Affordable Care Act tax information.
18. Administers COBRA programs.
19. Coordinates annual employee Social Security meetings.
20. Assists employees with retirement issues.
21. Coordinates wellness training.
22. Completes and variety of state-required forms and reports.
23. Serves on the Safety Committee and the Retirement Committee.
24. Performs other related duties as assigned.

#### KNOWLEDGE REQUIRED BY THE POSITION

1. Knowledge of standard human resources practices.
2. Knowledge of medical benefits, Social Security benefits, FMLA, workers' compensation, and retirement benefits.
3. Knowledge of computers and job related software programs.
4. Skill in the development and management of annual budgets.
5. Skill in public and interpersonal relations.
6. Skill in researching and preparing reports.
7. Skill in oral and written communication.

#### SUPERVISORY CONTROLS

The Human Resources Director assigns work in terms of department goals and objectives. The supervisor reviews work through conferences, reports, and observation of department activities.

#### GUIDELINES

Guidelines include FMLA regulations, workers' compensation regulations, ADA regulations, HIPAA regulations, Social Security policies, IRS regulations, and COBRA regulations. These guidelines require judgment, selection, and interpretation in application.

### **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied benefits administration duties. The need for accuracy contributes to the complexity of the position.
- The purpose of this position is to administer employee benefits programs. Success in this position contributes to the complexity of the position.

### **CONTACTS**

- Contacts are typically with co-workers, vendors, and members of the general public.
- Contacts are typically to give or exchange information, resolve problems, provide services, and motivate and influence persons.

### **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- 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.
- The work is typically performed in an office.

### **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Human Resources Generalist (1).

### **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**

- Knowledge and level of competency commonly associated with completion of baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years' experience or service.
- Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia.