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Job Title: Benefits Administrator                      Job Code: 900755                      Job Family: Administrative

Pay Grade: JC.17.17                      FLSA: Exempt                      EEO: Office-Clerical

Department/Agency: Countywide                      Position Number(s): 100390

Recommended Position Title(s): Benefits Administrator

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Administers County health and welfare plans; assists and advocates for employees with benefits related issues such as plan education, claims resolution, and eligibility; manages Sick Disability Pay Program; guides employees through Sick Disability Pay process from beginning to end; communicates with the vendor administrator to ensure accurate administration of program; advocates for employees when issues or concerns arise; oversees Shared Leave program; communicates with and advises employees regarding Shared Leave program and process; ensures proper documentation is received for Shared Leave program; coordinates with department and payroll to determine accurate use of leave donations; manages and facilitates the Shared Leave committee; oversees Educational Reimbursement program; gathers and maintains employee applications; manages and facilitates Educational Reimbursement Committee; communicates with employees regarding approvals, denials, and funding; coordinates with Accounts Payable for disbursement of approved funds; enrolls employees in Deferred Comp Program; manually updates contributions as necessary; acts as daily contact person for Deferred Comp Administrator including communication of monthly reports; facilitates and coordinates the Benefits Advisory Committee quarterly meetings; develops and responds to benefits related surveys; assists Benefits Manager with benefits plans and program updates, changes, or issues.
- Develops and enhances all benefits-related employee communications including newsletters, websites, new employee benefits orientation, plan and program summaries and change information, and open enrollment; creates and conducts employee benefit presentations; advises new and current employees on existing benefit programs.
- Ensures integrity of and management of ORACLE Advanced Benefits (OAB) modules; serves as technical point-of-contact for OAB module; serves as liaison between Oracle staff for issues related to OAB; consults with Oracle staff on enhancements/updates to OAB processing; assists in testing and implementation of HRMS changes; validates and maintains data integrity through analysis of reports &/or queries; maintains and supports a variety of reports and queries used in administration of benefits.
- Interprets and administers benefits related personnel policies and procedures; provides policy information to employees and supervisors; reviews policies for revisions.
- Performs back up duties for Benefits Manager; works on special projects as assigned by the Benefits Manager and Finance Leadership Team

## **Job Description**

### Supervisory Responsibilities:

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

*Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.*

### Minimum Job Requirements:

**Bachelor's degree in Human Resources Management, Industrial and Organizational Psychology, Business Administration, Public Administration, Sociology, Healthcare, or a closely related field; four (4) years of experience in the administration of group employee benefit plans; and two (2) years of experience conducting independent and in-depth analysis of benefit plans and programs.**

*Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.*

### Preferred Job Requirements:

Experience in public sector. Certified Employee Benefits Specialist (CEBS), Professional in Human Resources (PHR), or Senior Professional in Human Resources (SPHR) certification.

### Education/Experience Substitutions:

Yes  No Experience may be substituted for degree.

Yes  No Education may be substituted for experience.

### Physical, Environmental, and Special Working Conditions:

Lifting weight: 30 lbs.

All County employees may be called upon to assist other departments/agencies in a declared emergency situation.