



Benefits Administrator/HR Business Partner

Department: Human Resources
FLSA Status: Non-Exempt
Work Schedule: 1st shift
Positions Supervised: None

Job Status: Full Time
Reports To: Human Resources Director
Amount of Travel Required: 10%
Revised: 10/2021

POSITION SUMMARY

Coordinates and administers the Benefit plans for all employees. Maintains accuracy of HRIS records in regard to payroll activities (timekeeping, deductions, garnishments, vacation/ sick time, etc.) Generates and carries out policy and reporting as requested / assigned for various Human Resource activities.

ESSENTIAL FUNCTIONS

- Research employee benefit programs, plan designs, costs, health and wellness and recommend changes or modifications to existing plans and policies.
- Coordinates wellness initiatives to align with agency strategy to improve preventative health care utilization.
- Ensures company compliance with federal and state laws, including reporting requirements. Leads the work to rectify any identified reporting issues and corrections.
- Administer employee insurance, pension and savings plans, working with insurance brokers and plan carriers.
- Advise managers and employees on state and federal employment regulations, collective agreements, benefit and compensation policies, personnel procedures and classification programs.
- Perform data and cost analyses that may be used in areas such as support of collective bargaining agreements, review of benefit programs/adjustments, etc.
- Serve as employer representative in such matters as Unemployment Claims hearings, Bargaining Unit arbitrations, Workers Compensation issues, etc.
- Assist in preparing and maintaining employment records and employee handbooks.
- Supports Operations leadership in collective bargaining and the mediation of labor disputes and grievances through the preparation of reports, data and testimony as required.
- Track HRIS activity regarding time & attendance, vacation/pto etc. and report violations or concerns to the appropriate employee or leadership.
- Works closely with other Human Resource personnel in maintaining accurate and updated employee files.
- Ensures accuracy in wage plan administration when updating employee records, entering performance review information or other adjustments in compensation when requested.

- Represents the agency at administrative proceedings and hearings, conducts quarterly utilization reviews with carriers and broker for all benefits lines, identifies trends and prepares recommendations to improve performance and outcomes.
- Coordinate implementation of our Diversity and Inclusion Affinity groups.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Takes personal responsibility for the quality and timeliness of the work performed. Achieves results with little oversight.
- Pro-Active approach to employees and employee benefits
- Communications - Ability to communicate effectively with others both orally and in writing.
- Conflict Resolution - Ability to establish effective working relationships both internally and externally.
- Customer Service - Ability to take care of the customers' needs while following company procedures.
- Diversity Oriented - Works effectively with leadership and others to recognize the importance of having and valuing a diverse workgroup.
- Ethics & Integrity - Earns others' trust and respect through consistent honesty and professionalism in all interactions.
- Reliability - Prompt and dependable. At work as scheduled. Plans ahead and communicates scheduling concerns to leadership.

SKILLS & ABILITIES

Education: Bachelor's Degree (four year college or university). Two to four years of related experience.

Computer Skills

Microsoft office suite and HRIS experience required.

PHYSICAL DEMANDS

Must frequently lift or move up to 30 pounds for movement of boxes, files or other items. May also include frequent bending, stooping, squatting, pushing and pulling. Regularly required to sit for extended periods. The employee is frequently required to walk and stand. Use of hands and arms is necessary to reach or use various tools or objects. Specific vision abilities required by this job include close vision and ability to adjust focus. Employee is required to perform job duties in accordance with existing health and safety procedures and policies

Employee Signature: _____ Date: _____

The Rapid has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and The Rapid reserves the right to change this job description and/or assign tasks for the employee to perform, as The Rapid may deem appropriate.