**Senior Human Resources Specialist - Benefits**

**Grade: 6**

**FLSA: Non-Exempt**

**Date: 07/24**

**Job Summary:** Provides support and coordination for a variety of human resources functions focused on the administration of County health and welfare benefit plans. Provides administrative support to the 457(b) Governance Committee. This position requires a high degree of confidentiality, attention to detail and follow through.

**Essential Functions:**

* Responsible for the day-to-day administration of health and welfare benefit programs including medical, dental, vision, life, voluntary insurance plans, COBRA, flexible spending plans, and the identity theft benefit in accordance with federal, state regulations, and established County policies;
* Processes enrollments, changes, and terminations of participants in all benefit plans and programs; Maintains the integrity of the benefits administration platform ensuring that timely and accurate data is reflected and provided to insurance vendors;
* Reconciles third-party provider billing and takes actions to correct errors and to ensure accurate billings when necessary;
* Maintains and audits employee benefits data in the County’s payroll system, the benefits admin platform and the insurance carrier’s databases; streamlines data transfer between systems as appropriate;
* Acts as liaison with insurance carriers to help resolve employee and retiree claim and billing issues and other vendor issues;
* Coordinates the Student Loan Program and Tuition repayment assistance programs;
* Coordinates the Flexible Spending Account (FSA) program by reconciling and submitting invoices and weekly funding requests for payment;
* Ensures timely and accurate 457(b) withholding file transmissions;
* Provides administrative support to the 457(b) Governance Committee; attends and records the minutes and submits the Board Docs entry;
* Generates monthly invoices for retiree health insurance premiums, documents payments, and deposits bank checks electronically;
* Assists and trains employee users with accessing the benefits admin platform; and provider sites;
* Manages employee communications when dependents and members age out of coverage - over 26 and over 65;
* Manages the notification and internal processes for deceased employees and or deceased enrolled dependents;
* Assists with the development, review and distribution of benefit communication materials; develops outreach to encourage utilization of benefit programs;
* Helps to manage and plan the annual Open Enrollment process and data entry;
* Improves the employee Offboarding process for benefitted employees; assists with NeoGov data base management and implementation as requested;
* Manages files in accordance with approved department retention policies and practices;
* Provides backup notary and backup new hire orientation when needed;
* Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of St. Mary’s County Government policies and

 procedures;

1. Ability to act as a representative of St. Mary’s County Government to the public;
2. Knowledge of the practices and procedures of human resources and of the department in general;
3. Knowledge of PPACA, HIPAA, COBRA, and FMLA practices preferred;
4. Ability to effectively communicate;
5. Ability to conduct research;
6. Ability to maintain confidentiality and accurate records;
7. Ability to operate relevant computer systems, including hardware and software, and simple office machines;
8. Must be proficient with Excel;
9. Basic math skills.

**Education and Experience:**

1. Associate’s degree preferred;
2. Two or more years of related experience;
3. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date