

## **CITY OF GREAT FALLS**

### **JOB DESCRIPTION**

**CLASS CODE: 162**

**FLSA STATUS:  
EXEMPT**

**PAY RANGE: 41**

### **HUMAN RESOURCES BENEFITS SPECIALIST**

**NATURE OF WORK:** Advanced professional responsibility for the administration of the City's employee benefits programs, with additional responsibilities extending to personnel issues, payroll, recruitment, training, safety, wellness, and general human resource consultation. Work is performed under the direction of the Human Resources Director.

#### **ESSENTIAL FUNCTIONS OF WORK** (May not include all duties performed):

- Administers the City's insurance programs including medical, dental, vision; life, accident, long term disability, employee assistance program, sick leave donations, FMLA, wellness and flexible spending plans.
- Administers the City's deferred compensation and pension programs.
- Serves as the City's Affordable Care Act coordinator, tracking eligibility and offers of coverage.
- Assists with federal and state reports related to health insurance as needed.
- Provides excellent customer service to employees, retirees and dependents regarding benefit programs and other HR related duties.
- Provides technical guidance to City management by recommending specific approaches to the effective administration, compliance and maintenance of benefits.
- Assists with job description updates; advertises job opportunities; prepares recruitment materials; interviews and screens job applicants; conducts background checks; and may approve hiring decisions.
- Assists with on-boarding; new hire paperwork; Employee Orientation Program.
- Assists with the review and updates to personnel policies and procedures to ensure legal compliance and the overall efficiency of human resource operations.
- Provides assistance to management on personnel issues.

## **HUMAN RESOURCES BENEFITS SPECIALIST (continued)**

### **REQUIREMENTS OF WORK:**

- Extensive knowledge of effective benefit programs, strategies and practices.
- Extensive knowledge of the City's administrative policies and procedures.
- Ability to establish effective working relationships with all levels within city government.
- Ability to effectively analyze complex human resource issues and to provide solutions consistent with existing city policies and procedures and existing collective bargaining agreements.
- Ability to communicate effectively, both orally and in writing.
- Knowledge in, and the ability to provide assistance in, effective supervision practices.
- Ability to perform light physical work and to lift and carry up to 25 pounds; the ability to stand, walk, sit, bend, twist, reach, grasp, pinch, ride, pull and perform similar body movements; possession of hand/eye coordination sufficient to write reports, operate a personal computer and drive a vehicle; ability to talk and hear in person or by telephone; and the ability to see and read reports.

### **DESIRED MINIMUM TRAINING AND EXPERIENCE:**

Training, education and experience in human resource management, industrial relations or a related field.

Three years of progressively responsible advanced professional human resource experience with a special emphasis on benefit administration.

Bachelors Degree and/or SHRM-CP/SHRM-SCP certification desirable.

### **NECESSARY SPECIAL QUALIFICATIONS:**

Possession of a valid Montana driver's license or the ability to obtain one.

## Benefits

**Health Insurance** – \*City capped contribution of \$783/month, employee contributions towards premiums vary depending on type of coverage selected (single coverage - \$44.54/month paid by employee; employee & spouse coverage - employee pays \$117.14/month; employee & children coverage - employee pays \$111.22/month; family - employee pays \$153.78/month). \$25 co-pay; includes medical, dental and vision. Additional benefit paid by the City but not added into the base for retirement enhancement.

**Retirement** - mandatory enrollment through Public Employees Retirement System (PERS); vested after five years of service. Employee contributes 7.9% of gross pay to PERS; the City contributes 8.37%. \*The City's health insurance contribution of \$783/month is added to gross pay for retirement benefits only - retirement contributions on the \$783 are paid by the employee and employer, the \$783 is then deducted from gross pay so it does not affect an employee's hourly rate of pay.

Within one year of hire, employee must choose to have funds established in either the Defined Benefit Retirement Plan (retirement benefit is based on percentage of highest average compensation and years of service credit) or Defined Contribution Retirement Plan (member selects investment options from those available under the plan and retirement benefit is based upon account balance – contributions plus investment earnings or losses, less administrative cost).

**Holidays** – 10 per year, 11 on election years.

**Vacation** – employee accrues 5 hours per payperiod; eligible for use after six months of employment.

**Sick Leave** – employee accrues 4 hours per payperiod; eligible for use after 90 days of employment.

**Life Insurance** - employer provides \$30,000 of life and accidental death and dismemberment insurance.

**FICA and Medicare** - employer and employee contribute 7.65% of gross salary.

**Optional:**

- ▶ AFLAC – tax deferred plan for unreimbursed medical or daycare expenses.
- ▶ ICMA and Nationwide - tax deferred investment plan (bonds, stock market, savings).

## The Selection Process

After the closing date, applications will be reviewed by the hiring department and recommendations for applicants to be interviewed will be submitted to the Human Resources Office. Interviews are normally conducted with a panel representing the hiring department, Human Resources and a member selected at large. All applicants will be notified when the position has been filled. Applications submitted for a specific position opening will remain in that file and will not be considered for future openings.