



Tolowa Dee-ni' Nation Position Description

Title: Benefit Administrator

Class: Skilled

Status: Full-time

Supervisor: Human Resources Director

Effective Date: December 2017

Department: Human Resources

FLSA: Non-Exempt

Pay Grade: 6-7 (16.20 – 25.60)

Subordinates: None

Grant Funded: No

Position Summary:

Under the direction and review of the Human Resources Director, administers the Tolowa Dee-ni' Nation (TDN) health and welfare programs. The position must provide a wide range of support, including possessing the ability to interact with staff (at all levels) and be able to work in a fast paced and sometimes pressured environment, while remaining flexible, proactive, resourceful, and efficient. This position must maintain a high level of professionalism and confidentiality while keeping attention to detail.

All Tolowa Dee-ni' Nation employees are at will employees.

Essential Duties and Responsibilities:

1. Initiates new hire benefits and changes of information by obtaining, verifying and recording employee information and informing insurance carriers of new or changed information.
2. Responsible for benefits administration including working with fiscal staff to determine accurate payment of vendor monthly billings, various leaves administration, terminations and maintenance of benefit plans.
3. Responsible for administration of COBRA.
4. Assist in the coordination of employee wellness and engagement activities including participation in any TDN Health Fairs.
5. Provide assistance with the organizations health, life, AD&D, disability, workers' compensation, 401(k), FMLA, COBRA and other ancillary benefits.
6. Provide assistance with open enrollment process including self-service updates, testing, and open enrollment communications and training.
7. Provide high level of responsiveness and service through timely completion of employee enrollment and change requests.
8. Monitor and respond to employee inquiries through email, telephone and other communication conduits.
9. Develop and maintain a strong working knowledge of all company-sponsored benefit programs which enables the sound and accurate responsiveness to employee inquiries.
10. Produce and maintain standard reporting requirements.
11. Maintains records in compliance with policies and procedures. Retains historical reference of benefits accounts by maintaining benefits record keeping system, filing and retrieving benefit information.

12. Develop and maintain a working knowledge of domestic compliance requirements in such related areas as ACA, HIPAA, COBRA, FMLA, ADA, ERISA and FLSA, etc.
13. Provide administrative support in the preparation and filing of annual reporting, support plan audits, and manage required annual notification mailings, etc.
14. Lead open enrollment and new hire orientation presentations as needed.
15. Assist with the administration of claims (disability, life, AD&D, workers' compensation), processing and resolves coverage questions and problems.
16. Performs data audits and provides monthly reports.
17. Interface with payroll to ensure benefit deductions/refunds are accurate and timely.
18. Develop and conduct benefit orientations and presentations.
19. Shall administer the employee leave policies. Shall coordinate with employees and supervisors regarding any leave of absences.
20. Responsible for processing all termination paperwork involving benefits administration.
21. Assists in the coordination and participates in all HR annual events, i.e. employee service awards and recognition.
22. Greet visitors and answers general phone inquiries.
23. Will maintain confidentiality at all times.
24. Shall be cross trained and provide backup to the HR Director as needed.
25. Temporary or permanent duties and responsibilities may be added to, or modified as deemed necessary.

Supervisory Responsibilities:

None.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

Minimum Qualifications:

1. Must be able to perform all essential duties and responsibilities.
2. High School Diploma or GED equivalent. AA Degree preferred.
3. Must have five years of related Employee Benefits experience, or AA Degree in administration, business, human resources or related field, and two years of related employee benefits work experience.
4. Equivalent combination of education and experience may be considered.
5. Must be proficient in Microsoft Office Suite.
6. Experience in related benefits work required.
7. Must have excellent written, verbal, and interpersonal communication skills
8. Must possess integrity and initiative.
9. Must submit to and pass a pre-employment drug and alcohol screen.
10. Qualified American Indian Preference applies.

Licenses and Certificate:

1. Possess a valid Class C driver's license in compliance with the Tribe's driving policy, and be insurable under the Tribe's insurance policy.
2. Possess certifications in human resources skills is desirable.

Preferred Skills and Knowledge:

1. Working knowledge of Tolowa Dee-ni' Nation Personnel and Risk Management policies and procedures.
2. Knowledge of modern principles and practices of human resources administration and record keeping.
3. Ability to operate a human resource information system and similar computer software applications.
4. Ability to communicate effectively in both oral and written formats.
5. Ability to develop and maintain good interpersonal professional relationships.
6. Ability to conduct studies, analyze complex problems, evaluate alternatives and make sound, creative recommendations.
7. Ability to set priorities and follow –up on projects.
8. Ability to exercise imitative and sound independent judgment within general policy guidelines.
9. Ability to represent the Tribe effectively in meetings with others.
10. Ability to perform in a manner which reflects the Tribe and the department mission, values and goals.

Language Skills:

Ability to read, analyze, and interpret general business periodical, professional journals, technical procedures, or governmental regulations. Must have ability to write reports, business correspondence and procedure manuals. Must have the ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills:

Ability to work with mathematical concepts such as probability and statistical inference ability to apply concepts such as fractions, percentages, ratios, and proportions.

Reasoning Ability:

Ability to take initiative and utilize innovative techniques and ingenuity and apply common sense to implement the core functions of the position. Must have an understanding of planning, programs, and strategy and the ability to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/move 25 pounds.

Vision Requirements:

1. Close vision (clear vision at 20 inches or less).
2. Distance vision (clear vision at 20 feet or more).
3. Color vision (ability to identify and distinguish color).

Work Environment:

The work environment is generally indoors. The temperature may fluctuate between 50 and 80 degrees Fahrenheit due to open doors and windows. The noise level in the work environment is usually moderate (business office with computers, printers, and light traffic).

Additional Employment Conditions:

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

In compliance with TDN laws and policies, the applicant must be in good standing with TDN and its entities. Past employment will also be taken into consideration. Tolowa Dee-ni' Nation is an at will employer.

Acknowledgment:

I have read this job description and fully understand the requirements set forth therein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Tolowa Dee-ni' Nation has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all function, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Tolowa Dee-ni' Nation as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

Employee's Signature: _____

Date: _____

Supervisor's Signature: _____

Date: _____