



NEWTON COUNTY, GEORGIA

Classification Specification

HUMAN RESOURCES SPECIALIST-BENEFITS

FLSA: Non-Exempt

Purpose of Classification:

The purpose of this classification is to provide professional and technical human resources support in all benefits and leave programs. Administers employee benefit programs. Manages and acts as liaison to benefits vendors. Recommends policy and procedure changes related to employee benefits as needed.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages benefits enrollment, and related functions: enrolls employees into benefits at hire or after a qualifying event; manages online benefit and retirement systems, including updates and changes; terminates benefits for separating employees; reconciles benefits invoices to employee deductions and makes corrections as needed; answers questions and provides routine information regarding benefits; and communicates with vendors and employees regarding plan changes and requests.

Administers retirement processes: manages online retirement systems, including updates and changes; coordinates meetings with retirement representatives, including advertising meetings and setting up meeting space; receives and reviews retirement documents; completes employer section of retirement documents; and answers questions and provides information.

Administers all employee leave programs, such as Family and Medical Leave Act (FMLA), short-term disability, long-term disability and ADA: receives and approves leave forms, requests, and documentation; verifies accuracy and completeness of information; enters and updates transactions in HR systems; forwards forms and documentation to third party administrator; serves as a liaison between employees and third party administrators; monitors and tracks leave status of employees; and generates related reports. Notifies department heads of approval/denial of leave.

Manages new employee orientation: prepares, explains, distributes and gathers necessary documents and forms; makes presentations and provides information regarding policies, programs, leave, benefits and related human resources issues.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: prepares, completes, receives, reviews, processes, forwards or retains, as appropriate, various forms, reports, correspondence, invoices, applications, personnel action notices, health

claims, benefits and retirement enrollment forms, receipts, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Communicates with supervisor, other County employees, vendors, third party administrators, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Two years of experience in employee benefits; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all County or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to work with and apply principles of persuasion and/or influence over others to coordinate programs or activities of a project, and resolve typical problems associated with the responsibilities of the job.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Newton County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.