

Position Title: HR Specialist - Benefits
Program: Administrative Offices
Program Location: Redmond; requires travel throughout organization
Supervisor: Director of Human Resources
Employment Status: Full Time Regular
FLSA Classification: Non-Exempt Hourly
Salary/Wage DOE: \$22.31 – \$29.27

Job Relationships:

- Reports to: Human Resources Director
- Employees Supervised: None

Summary: We are looking for a Benefits Specialist who is passionate about benefits and leaves and enjoys working with employees to help them fully understand and utilize their benefits. Someone who can comfortably explain the details while providing an exceptional employee experience.

The Benefits Specialist is responsible for administering a comprehensive benefit program which includes, health, dental and vision plans, group life plans and defined contribution retirement programs. Day-to-day responsibilities focus on processing a variety of complex forms, ensuring compliance with applicable policies, procedures, laws, and regulations; providing technical guidance and expertise to employees regarding benefits, recruitment, onboarding, and new employee orientation; public service loan forgiveness, and other duties as assigned.

Essential Functions and Responsibilities:

1. Facilitate the coordination of our new hire enrollments, qualifying life events/benefit changes, processes life and disability claims, auditing invoices, and our annual enrollment process.
2. Responsible for day-to-day implementation and administration of our benefit programs to include health, disability, life, and retirement.
3. Serve as an informational resource to staff and serve as liaison with carrier representatives; interpret and explain rules, regulations, policies, procedures regarding offered benefits; respond to inquiries.
4. Review and ensure the accuracy of benefits enrollments in the HRIS. Conduct audits of plan enrollment, utilization of benefits, monthly invoice claims and other HR programs and compliance.
5. Assist with claim issues and plan changes, identify, and resolve issues through research, review of plan documents, policy interpretation and carrier resources.
6. Assist Payroll to reconcile payroll deductions, HRIS enrollment records and carrier invoices.
7. Responsible for recruitment, onboarding and ongoing employment change processes and procedures.
8. Support the HRBP with employee leave of absence needs. Manage compliance tracking and communications and explain employee rights and eligibility to staff and supervisors. Perform routine-to-complex technical duties in support of the employee leave of absence to determine eligibility for new and continuing leave program participants.
9. Support the HRBP as a wellness champion. Use creativity and organization skills to develop wellness flyers and initiatives that provide resources for employees to adopt and maintain a healthy lifestyle.
10. This position interacts with all levels of employees, partnering closely with payroll, with our third-party administrators, insurance carriers, and our benefit broker to administer plans, resolve issues, and ensure compliance with all federal and state regulations.
11. Schedule and participate in a variety of cross-functional teams to review and assure follow-through on multiple projects, programs and employee issues related to health, welfare, leave and other benefits administration.
12. Provide assistance on various special projects related to assigned activities such as job fairs and lunch and learn workshops; schedule and arrange for workshops and other special events as directed.

13. Assist in development, review and revision of employee benefit package and leave written policies and procedures.
14. Perform other duties as assigned.

Experience and Education Minimum Qualifications:

1. High School or GED and college level course work in Business, Human Resources or related field.
2. Two years' experience working in a specialized human resources area such as employment or benefits is required.
3. Advanced computer experience in word processing, spreadsheets, Internet, desktop publishing, and database management required.
4. Prefer Associate Degree or higher in Human Resources, Business Administration, Public Health or related field.
5. HRCI and or SHRM Certification strongly preferred.
6. Prefer direct experience with benefits compliance including ACA, FMLA/OFLA, Oregon Sick Leave and other state and federal regulations.
7. Prefer experience with self-insured health plans.
8. Strongly prefer experience working in an HRIS database and Payroll software system.

Knowledge, Skills, and Abilities:

1. Working with diverse, cultural and ethnic backgrounds.
2. Skills in creating communications, specifically written documentation involving multipart benefit package.
3. Accuracy, time management, excellent oral and written communication, attention to detail, and timely follow-up are paramount to this role.
4. Ability to work independently with little supervision required.
5. Strong organizational skills and the ability to prioritize and complete tasks required.
6. Ability to remain calm while working under pressure in a busy environment.
7. Demonstrated experience in verbal and written communication in a professional setting as well as demonstrated experience working with a diverse population of employees.
8. Must have strong customer service skills and be able to promote a positive influence within the company.
9. Must be a team player, possess interpersonal relationship building skills and have the ability to get along with co-workers.
10. Ability to work within framework of standard policies and procedures.
11. Ability to maintain absolute confidentiality - Must have knowledge of HIPAA and privacy laws.

Tools and Equipment Used:

Must have competency in using a computer for word-processing, data base and internet usage. Must be able to operate usual office equipment such as fax, telephone, and photocopy machine. Must have a current and valid Oregon driver's license and be insurable through BCTS insurance carrier.

Physical Demands:

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing this job, the employee is regularly required to reach with hands and arms. The employee is frequently required to stand, walk, and use hands to handle, feel or operate objects or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must occasionally lift and/or move up to twenty (20) pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position requires the employee to dress in a professional manner that meets the standards for professional employees in Central Oregon.

To Apply:

Please complete an application using the link below along with a cover letter, resume, personal email address for communications and contact information for three supervisory references.

[Application for Employment – BestCare \(bestcaretreatment.org\)](http://bestcaretreatment.org)