

# Job Description

Position Title: Benefits Specialist 2

Job Group: Human Resources

Job Level Group: Support - Intermediate

FLSA Status: Non-Exempt

## Position Summary:

The Benefits Specialist 2 assists employees with the College's benefit plans. Navigates employees through Open Enrollment. Describes employee benefit plans and clarifies plan details. Helps employees through transition onto and off of the College's benefits plans. Assists employee utilization of benefits.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates the annual Benefits Open Enrollment period. Schedules location, assists set up, updates forms, and creates spreadsheets.
2. Explains employee benefit options, answers questions, and updates database with benefits changes.
3. Terminates employee benefits in accordance with federal law, notifies benefit vendors, and sends notifications to separated employees.
4. Manages Workers Compensation claims, maintains Occupational Safety and Health Administration (OSHA) tracking, and submits annual report.
5. Provides general customer service and support, addresses employee inquiries, and answers phone and emails.
6. Verifies eligibility and approves requests for leave buyout's and employee tuition waivers.
7. Creates forms and spreadsheets, educates employees of the various options, and verifies eligibility in database. Coordinates requests with Payroll or Student Accounts for completion.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Knowledge of regulatory compliance principles and practices
2. Knowledge of human resources principles and practices
3. Knowledge of internal and external customer service principles and practices
4. Skill in effective communication (both written and oral)
5. Skill in performing a variety of duties, often changing from one task to another of a different nature
6. Skill in positive, productive and flexible customer service

7. Ability to apply effective and accurate data entry and typing skills
8. Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Not responsible for supervising the work of others.

### **Independence of Action:**

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.

### **Minimum Qualifications:**

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.
  - Associates degree in Human Resources or a closely related field of study preferred.
  - One (1) to three (3) years of human resources or benefits related experience required
  - Three (3) to five (5) years of human resources or benefits related experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in an standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment Background Check Required