

HR Benefits Specialist - FT

Posting Details

Position Information

Position Title	HR Benefits Specialist - FT
Department	Human Resources Staff
Location	Lincoln
Job Category	Support Staff
Job Type	FT
Posting Number	01955
Position End Date	

Position Summary Information

General Description of Position

Under the general direction and supervision of the Administrative Director of Human Resources, the HR Benefits Specialist is the primary point of contact for employees and vendors regarding college benefits. This position coordinates, manages, and monitors the overall benefits program and information for the College; develops and maintains reports, documents, and information relating to benefits and provides direct services and information to employees. This position maintains, reviews, processes, and develops various extremely confidential and sensitive information in a secure, professional, and trustworthy manner. This is a full-time regular position.

Essential Functions

Coordinate Employee Benefits and Compensation:

1. Establish/maintain Vendor and Provider Contacts: Serve as the College's liaison and point of contact with Benefit providers and vendors. Maintain regular communication with Benefit providers and vendors for all benefits including, but not limited to: Retirement, Health and Dental Insurance, Life Insurance, Long Term Disability, Worker's Compensation, Vision Insurance, Employee Assistance Program, etc. Assist employees in completing benefit forms and information as requested.
2. Maintain records, contracts, and agreements on the College benefits and providers. Advise Administration on upcoming renewals or contract expirations. Meet or visit with all vendors and providers at least annually. Research new vendors and options and conduct analysis and cost-benefit comparisons.
3. Work with Administrative Services and Human Resources in coordinating the processing of benefits, updating and renewal of agreements, enrollment, reporting, etc.
4. Work with the College's Worker's Compensation provider on Worker's Compensation claims, reports, and billings. Maintain confidential reports and records, and coordinate documentation with Administrative Services, Human Resources, and the respective Campus. Synchronize the coordination of benefits for employees collecting worker's compensation and paid leave.

5. Analyzes and researches trends in benefits and benefits administration as they relate to both short and long-range division and College-wide strategic planning.

Provide Employee Services, Information and Support:

1. Participate in New Employee Orientations to review, present, and inform employees on benefits and benefits enrollment. Assure that new employees are guided through the enrollment process on a timely basis, and work closely with Administrative Services (Payroll) for the processing of benefits.
2. Serve as the benefits representative for the College to answer inquiries from new employees, current employees, retirees, and providers concerning benefit questions, changes, and processes. Investigate, research, and respond to complaints and questions concerning benefits.
3. Coordinate opportunities for Open Enrollment with Payroll and Human Resources.
4. Educates employees on available benefit options, including health insurance, retirement plans, and other programs, through clear and engaging communication. Develops and delivers training sessions, workshops, and materials to ensure employees fully understand their benefits and can make informed decisions.
5. Participates in the exit process by assisting with/conducting Exit Interviews which may include, but not be limited to; benefits reviews, COBRA, retirement, vacation and personal leave, tuition reimbursement, etc. Coordinate with other HR Staff in the timely notification and documentation of exit processes including calculation of Tuition Reimbursement payments owed to the College by separating employees.
6. Develop and update regular communications for employees and retirees concerning College benefits, changes, employee obligations, and pertinent information on benefits. Assure that all College and/or Human Resources Handbooks are updated and current relating to benefits and benefits forms/processes.
7. Stay abreast of the current practices in benefit laws, regulations, human resources, best practices, and reporting by communicating with providers, reviewing contracts and agreements relating to benefits, and attending webinars, workshops, conferences, and professional reading on a regular basis. Update supervisor and administration of changes, reporting obligations, or other significant issues or modifications that may impact the College and/or employees.

Manage Regulatory/Reporting Responsibilities:

1. Maintain records, develop reports, and distribute information concerning the Affordable Care Act (ACA). Oversee the ACA monitoring process for existing and new hires in conjunction with the VPHR. Assure that accurate reports and information are reviewed monthly, and assure distribution to supervisors. Notify the administration of employees who appear to be working contrary to the ACA requirements for PT employment.
2. Update College communications on ACA to ensure regular communication with staff.
3. Maintain current knowledge of the Affordable Care Act and affiliated monitoring and reporting obligations by attending workshops, conferences, webinars, professional readings, etc. on a regular basis.
4. Update all HR, Federal, State, and Legal notices pertaining to employment, minimum pay, unemployment, EEO, ADA, employee benefits, etc. for the College and all campuses at least annually or as necessary.
5. Prepare regular reports relating to the areas of benefits, compensation, and mandatory reporting obligations.

Administer Human Resources Procedures, Processes and other Benefits:

1. Leave Benefits: Oversee and manage the Family Medical Leave Act (FMLA) process for the College and Employees. Assist employees with applications for FMLA on a timely basis. Ensure employees are provided with appropriate forms and information. Process requests for FMLA and review with VPHR. Develop and maintain all FMLA correspondence and records – coordinate with Payroll on all approved FMLA requests.

2. Oversee and manage the Catastrophic Leave request process for the College by assisting employees with applications for Catastrophic Leave. Work with Payroll on processing approved Catastrophic Leave and developing an annual report on Catastrophic Leave usage and available leave. Assist in informing new hires of the Catastrophic Leave program. Review requests for Catastrophic Leave with the VPHR and develop documentation as requested.
3. Coordinate the Long Term Disability (LTD) processes for the College and employees. Assist employees who are applying or eligible to apply for LTD, work with the College's vendor, and develop required forms, information, and documentation for LTD. Review requests for LTD with the VPHR and develop documentation as requested.

Compensation and Reimbursement Administration:

1. Coordinate approval, payment processing requests, and separation of employment reimbursement with the College's Tuition Reimbursement process. Approve internal documentation requests on a timely basis by working with HR staff. Develop timely information and documentation to separated employees relating to reimbursement to the College for Tuition Reimbursement as described in College Policy.
2. Work with VPHR, VP of Administrative Services, and HR Staff on salary and compensation analysis and reports relating to current staff, new hires, and comparability.
3. Provide the VP of Human Resources and VP of Administrative Services with the research, analysis, recommendations, and report development in areas of benefits, compensation, and comparability for all employee classifications, labor relations negotiations, etc.
4. Assist with classification, compensation, position analysis, etc. as required.

HR System Improvement:

1. Work with VPHR and Institutional Research on developing surveys and information relating to employee benefits and compensation as requested and at least annually to develop statistical data on College benefits and compensation. Respond to requests from other institutions on compensation and benefits information as approved by the VPHR and/or VP Administrative Services.
2. Recommend enhancements or alterations to VPHR and VP Administrative Services relating to the College's benefits and compensation as information or statistical data warrants. Provide the VP of Human Resources and VP of Administrative Services with the research, analysis, recommendations, and report development in areas of benefits, compensation, and comparability for all employee classifications, labor relations negotiations, etc.
3. Provide information/recommendations and serve as a resource to Human Resources concerning compensation, benefits, salary offers, etc. Work professionally and respectfully with all staff, and assist as assigned in the Human Resources division.

Marginal Functions

1. Knowledge of Ellucian and Colleague software programs relating to employment, benefits, and compensation.
2. May be required to perform associated duties, functions, or assignments in other divisions/programs/areas as required.
3. Perform other College functions and duties as assigned.
4. Must be able to work varied days, hours, shifts, locations, and campuses as required. Work schedules (hours/days/work location) are scheduled by Southeast Community College based on the needs of the College. Work hours, shifts, days, and work locations may vary depending on the needs of Southeast Community College and are subject to modification. Emergency or scheduled special activities may require hours outside of the regular workweek.

Required Knowledge, Skills and Abilities

1. Knowledge of human resources, general office procedures, and personnel/payroll transaction processing techniques.
2. Considerable knowledge of HR Information Systems, particularly related to benefits, payroll, and compensation.
3. Working knowledge of Human Resources, Payroll, and College policies and procedures.
4. Ability to communicate at all times effectively in a positive, respectful, courteous, and professional manner and maintain professionalism, patience, and understanding in stressful situations. Skill, tact, and ability to use oral and written business communications and business etiquette. Must communicate effectively both in writing, in person, and on the phone.
5. Ability to consistently maintain a positive, supportive, and collaborative work style to support the goals, efforts, and decisions of the Human Resources division, Administration, and College.
6. Ability to maintain strict confidentiality and adhere to policies of confidentiality.
7. Ability to handle multiple tasks, changing priorities, and work in an environment with critical demands to meet deadlines, complete work with a high level of accuracy and keen attention to detail.
8. Ability to work independently and prioritize multiple projects with time-sensitive deadlines and follow-up as needed and to work efficiently and effectively with limited supervision in a team-oriented environment.
9. Ability to proofread documents, and conduct work with a high degree of accuracy.
10. Skill in organizing and maintaining files, and handling and maintaining confidential information.
11. Proficient keyboard/typing skills; word processing, spreadsheet, and database software applications such as MS Office Word, Excel, PowerPoint, and Outlook. Knowledge of Ellucian and Colleague software programs relating to employment, benefits, and compensation.
12. Skill and ability using oral and written business communications and business etiquette, and developing reports and analysis. Develop a working knowledge of statistics and research methods used in Human Resources Management and apply wage and salary determination principles and techniques and the ability to create comprehensive, understandable, professional, and legally appropriate reports and correspondence.
13. Ability to perform repetitive motions such as movement of wrists, hands, and fingers. Perform physical tasks such as opening, pulling, pushing, reaching, carrying, collating, dialing, filing, and inserting.
14. Ability to successfully perform basic math functions and complete cost analysis, compensation, and benefit analysis, etc.
15. General knowledge of classification and compensation systems, procedures, and best practices.
16. Ability to safely move items weighing fifteen (15) pounds and safely lift from floor level to 36" high and possess mobility within the campus. Ability to perform repetitive motions such as movement of wrists, hands, and fingers.
17. The individual must possess the above skills and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

Minimum Qualifications

1. Associate's degree* in Human Resources, Business, Accounting, Finance, Management, Computer Technology or a directly related field of study, OR two (2) years equivalent of college-level studies supplemented by post-secondary coursework in Human Resources, Management, Computer Technology, Accounting, Finance, Public Administration or Business.
2. Three (3) years** (FTE) professional-level work experience in Human Resources, Payroll, Benefits, Compensation, or a professional Business capacity.

* Professional-level qualifying related work experience, (beyond the required three (3) years minimum work experience), in a Human Resources, Payroll, Compensation or Benefits capacity may be substituted for the listed educational requirements on a year-for-year basis.

** Bachelor's degree in Human Resources, Accounting, Finance, Technology, Business, Management, or Public Administration may substitute for up to one (1) year of required work experience on a year-for-year basis.

Desired Qualifications

1. Work experience in human resources, payroll, classification, compensation, and benefits.
2. Work experience in working with vendors and benefit providers.
3. Work experience utilizing electronic human resources, payroll, and/or benefits software/programs (I.e. Ellucian, Colleague, People Admin, NEO-Gov, People Soft, etc.)
4. Work experience in reviewing and monitoring contracts and agreements.
5. Post-secondary education in Human Resources, Management, Accounting, or Business Administration.

Salary

\$21.02 per hour

Benefits

SCC BEN Dollars – Eligible Employees: Full-time status. Regular employees with an FTE of 0.75 or greater will be eligible for SCC Ben Dollars. All employees will be required to elect a health insurance option. If the cost of insurance coverage selected by an employee exceeds the SCC Ben Dollars available, all additional costs will be withheld from the employee's paycheck. Any SCC Ben Dollars that the employee does not elect to use for the purchase of dependent health and dental insurance will be paid to the employee in cash at \$0.93 per \$1.00 benefit dollar. All amounts paid are subject to withholding for income and employment taxes, but not subject to the College's contribution toward the Retirement Savings Plan – Group Retirement Account (GRA).

Schedule

Normal working hours for this full-time regular position are scheduled between 7:00 a.m. and 5:00 p.m., Monday through Friday requiring a minimum of a 40-hour work week, based on a 260-day work calendar. Special projects and assignments and troubleshooting may require evening and weekend work as needed.

Posting Detail Information

Please be advised that Southeast Community College will require a Criminal History Background Check prior to final offer.

Open Date

02/04/2025

Close Date

03/04/2025

Open Until Filled

No

Special Instructions to Applicants

If accommodation or assistance is needed to complete this application, contact Human Resources at 402-437-2553.

Quick Link

<https://southeast.peopleadmin.com/postings/10866>

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. * Are you authorized to work in the United States on an unrestricted basis?
 - o Yes
 - o No
2. * Employment Offers are conditional based upon successful completion of all Criminal Background Checks, reference verification, transcript verification (where appropriate) and employment verification. Do you agree to these conditions?
 - o Yes
 - o No
3. * Where did you see this posting? Which newspaper, website, College site or from a friend?

(Open Ended Question)

Applicant Documents

Required Documents

1. Resume
2. Cover Letter/Letter of Application
3. Unofficial Transcripts

Optional Documents

1. Recommendation Letter
2. Other Document