

facilitates the administration of contracts or other agreements involving employee benefits; consults with bidders and monitors total process.

Administers the retiree benefit program. Conducts retiree education and enrollment sessions as well as compliance with and eligibility determination of the state and city medical subsidy program and other related retiree benefit programs such as Medicare.

Manages the City's participation in governmental subsidy programs such as the Early Retiree Reinsurance Program and the Retiree Drug Subsidy.

Serves on designated benefit-related committees in order to maintain open communications with employees, union representatives, city management, insurance carriers, and other related groups.

Interacts and consults with hiring supervisors in the planning and implementation of recruitment strategies when vacancies become available; provides guidance to ensure the City operates under a fair personnel system and adherence to recruitment policies.

Develops, implements, and coordinates or conducts city-wide and departmental training programs such as employee benefits and general staff development.

Develops, communicates, monitors, and evaluates policies, procedures, and standards for the Personnel Department; makes recommendations for improvement as needed.

Develops and recommends operating budget for the City's Wellflex program; monitors and administers approved budget.

Assists with internal investigations.

May participate on labor negotiating teams.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer

General Office Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree or equivalent from a four-year college or university in public administration, business, human resource management or a related field; six to eight years of progressively responsible related experience or, any combination of education, training and experience, which provides the knowledge, skills and abilities, required for the job.

Licenses and Certifications:

MV Operator Certification (necessary).

PHR certification (preferred)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of benefits administration and personnel/human resources management.

Federal, state, and local laws, rules, and regulations pertaining to benefits, personnel/human resources, and leave administration issues.

Communication techniques and use of training equipment and materials.

Principles and practices of insurance and claims management for health, dental, life, disability, worker's compensation, and general liability.

City government departments and operations

Skill in:

Organizing work, setting priorities, meeting deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively with others, both orally and in writing.

Making oral presentations before groups of people.

Organizing and initiating program activities over a wide scope involving diverse groups.

Establishing and maintaining effective working relationships with municipal employees, officials, outside agencies, and the general public.

Providing exceptional customer service to both internal as well as external customers.

Read and interpret documents and reports.

Mental and Physical Abilities to:

Use independent judgment as necessary to ensure the accurate and efficient completion of department work.

Solve practical problems and deal with a variety of variables in situations where only limited standardization exists.

Define problems, collect information, establish facts, draw valid conclusions, and anticipate the consequences and/or respond to actions taken.

Establish and maintain effective working relationships with others.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, or stooping.

Occasionally lift light objects.

Working Conditions:

Work is performed in an office.

Human Resources Program Administrator

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This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.