



Job Description

TITLE: Benefits & Compensation Manager

JOB CODE: 2110

DEPARTMENT: Human Resources

FLSA: Exempt

PREPARED: November 2005

FLSA CLASS: Supervisor

UPDATED: April 11, 2022

WORK LOCAITON: Aztec, NM

REMOTE WORK ELIGIBLE: YES

Summary: Under limited supervision, manages, plans, implements and administers employee benefits for the County, including medical, dental, vision, supplemental insurance, and retirement plans; administers and updates the compensation plan; ensures compliance with applicable laws and regulations. Surveys industry and/or community to determine County's competitive position in employee salaries and benefits. Develops, recommends, and installs approved, new, or modified plans and employee benefit policies, and supervises administration of existing plans. Develops cost control procedures to assure maximum coverage at the least possible cost to the County and employees.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Manages, plans, implements and administers employee benefit programs such as major medical insurance, dental and vision insurance, short-term disability insurance, term and AD&D life insurance, supplemental health and deferred compensation programs, employee assistance program (EAP), Public Employees Retirement Association (PERA) retirement, and other plans to protect employees against loss of income during illness, employment, and retirement. Directs the work of staff in the employee benefits area.
- Conducts and analyzes salary surveys; makes salary recommendations to maintain the competitiveness of the program; analyzes job changes and recommends salary actions as appropriate; recommends salary ranges on hiring and promotions.
- Prepares requests for proposal and negotiates contracts to secure the best possible benefits for employees at the lowest possible cost.
- Provides on-going orientation through written and verbal information to employees regarding their benefit plans, changes, questions, enrollment forms, access to or payment of benefits, and notification to employees of approved benefit changes.
- Coordinates transfer of data to external vendors, plan providers, auditors, and consultants.
- Evaluates and compares existing County benefits with those of other employers by analyzing other plans, surveys, and other sources of information. Evaluates quotations and makes recommendations to management concerning sharing of cost between employer and employee.
- Prepares and executes, with legal consultation, benefit documentation such as original and amended plan texts, benefit agreements and insurance policies. Instructs third party administrators, and other administrative agencies outside the County to effect changes in benefit program. Ensures prompt and accurate compliance.
- Prepares and submits government-mandated reports; audits benefits plans for compliance with government regulations.
- Analyzes benefits experience for cost-control and risk assessment factors through statistical data; develops, recommends, and monitors budget allocations for employee benefits.
- Must be action oriented and self motivated to be successful in this position.
- Advises, consults and serves as a member of the evaluation team in the development and execution of short term and long range benefit budgets based on broad goals, strategic planning and growth objectives.
- Evaluates and analyzes the results of the existing benefit policies of organization, and prevailing practices among similar organizations to establish competitive benefit programs.
- Serves as the County's HIPAA Privacy Officer; educates staff on HIPAA rules in order to protect employee private health information.
- Interacts with local community hospital on various projects in support of the County's wellness program.

Job Description

Benefits & Compensation Manager

- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of applicable federal, state and local laws and regulations governing human resources.
- Knowledge of principles and practices of self-funded medical plans & compensation administration.
- Knowledge of management principles, practices and methods.
- Knowledge of budgets, contracts and financial reporting.
- Working knowledge of MS Word, Access, and Excel.
- Excellent written and oral communication skills, organization skills and attention to detail are required.
- Skill in interpreting and applying relevant federal, state and local laws, ordinances and regulations.
- Skill in planning and implementing benefits and compensation programs.
- Skill in reading, analyzing and interpreting policies, contracts, financial reports, and legal documents with particular attention to details.
- Skill in administering HIPAA privacy regulations.
- Skill in writing reports, proposals, correspondence, technical and employee communications.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in working independently or as a team member. Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.

Education and Experience

- Bachelor’s Degree and five (5) years of experience in benefits and compensation programs at an exempt level; or equivalent combination of education and work experience sufficient to perform the duties of the position.
- Minimum of five years supervisory experience.
- Valid State of New Mexico Driver’s license or able to obtain within six (6) months of employment.
- PHR, SPHR, or CEBS professional designation preferred.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County’s electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed “remotely” outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____