

Date: November, 2017

Revised: January, 2023

Town of Bethel

Title: Benefits Coordinator/HR Assistant

Department: Human Resources

Position Goal: Perform clerical/benefits administration of a complex, confidential and responsible nature.

Primary Function:

Receives oral and/or written instructions from the Human Resources Director. Plans and organizes work according to established or standard office procedures.

Provides secretarial support including filing, copying, typing, budgets, computer work, etc.

Provides new employees with an explanation of benefits and instructs them on enrollment and fulfillment procedures.

Handles employee questions about the retirement plan employee is enrolled in. Processes any questions employee has on retirement, as well as processing actual applications for retirement.

Administers COBRA, LOAs, and other issues as required by in-house regulations and legal requirements. Provides information about deferred compensation plans and savings programs.

Assists employees with enrolling in medical, dental and vision insurance plans in a timely fashion.

Calculates benefit deductions, providing these calculations to employees and Finance Department.

Resolves employee issues with insurance providers and other benefit administrators.

Consults with employees about eligibility and other issues.

Additional Responsibilities:

Provide information for open enrollment.

Responds to the public, in person or on the phone, in a tactful, pleasant and courteous manner.

Does related work, as required.

Supervision Received: Works under the direction of the Human Resources Director.

Supervision Exercised: None.

Qualifications Profile:

The skills and knowledge required would generally be acquired with a associates degree in business administration and 3 years' experience in administrative and/or benefits administration OR, an equivalent combination of work experience and training which provides a demonstrated potential for performing the duties of this position.

Ability to provide extensive communication and interaction with employees and insurance and retirement plan providers.

Ability to understand complex federal and state laws, regulations and guidelines that apply to employee benefits.

Must be computer literate. Must have the ability to read, understand, and apply information received and needed to perform duties of the position. Must have excellent mathematical skills.

Ability to work independently from general instructions.

Ability to establish and maintain effective working relationships with fellow employees and the public.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk, stand and sit at a desk. Successful performance requires specific vision abilities that include close vision.

Ability to lift 25 lbs.