

# CITY OF HELENA



**Position Title:** HR Specialist

**Department:** Human Resources

**Division:** \_\_\_\_\_

**FLSA:** Non-Exempt

**Pay Grade:** 144

x  Regular Full-time     Regular Part-time     Temporary/Seasonal     On-Call

**Hours worked per week:** 40

**Daily Shift:** x

**Work Schedule:**  Su  M  T  W  Th  Fr  Sat

**Incumbent Name:** Vacant

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

## **Job Purpose:**

The purpose of this position, under general direction of the Human Resources Director, is to perform a variety of confidential and complex technical, administrative and human resource duties. This position administers the City's employment/employee modules of the City's administrative software system, and the City's employee leave and benefits payroll processes. The position is responsible for administering and communicating with employees in accordance with federal law and City policy. The position works with the Human Resources Director on issues relating to process improvement projects, policy changes, special projects, and other similar functions as requested. The position works with internal and external stakeholders to administer each program with the highest level of customer service. The position is responsible for and participates in a variety of special projects within the department and performs human resources duties as assigned.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

## Manage and Administer the Employment modules of the City of Helena's Administrative Software Program

- Enter employee biographic and employment information – avoiding development of duplicate records
- Create/develop new positions into software system
- Develop reports regarding employee lists, employment status, labels, hire dates, salary, benefits etc.
- Routinely perform batch/update processes to keep database current
- Work with IT staff in developing HRIS solutions to meet and improve HR and Payroll process efficiencies
- Develop HRIS solutions to resolve HR and Payroll data issues
- Develop and generate HR reports to maintain compensation (salary and benefit) as well as legal (EEO) compliance (e.g., Affordable Care Act, life insurance compliance, etc.)
- Respond to special data requests such as employee lists, employee labels, new EE's, etc.
- Manage employee data to include: hire dates, longevity/years of service, FTE, etc.

## Benefits Administration

- Serve as information resource to employees for general benefit policy interpretation.

- Notify employees of benefit eligibility; explain benefit offerings, and premiums to benefit-eligible employees.
- Submit timely and accurate benefit enrollments to appropriate vendor(s) to include health insurance, retirement, and supplemental benefits (e.g., life, disability, vision, flex).
- Collaborate with Payroll personnel to assure accurate enrollment in benefits, accurate payments, etc.
- Orchestrate and administer annual benefit open enrollment.
- Conduct benefit orientations to candidates and enrollment sessions when onboarding new employees.
- Communicate and liaison with payroll to assure accurate benefit enrollment for all employees.
- Coordinate annual benefit fair with all insurance and benefit vendors.
- Assist the Human Resources Director when considering and developing benefit offerings, plan designs, and premiums.
- Serve as subject matter expert in committees and meetings relating to benefits.
- Work closely with vendors in assuring maximum service and benefit utilization to employees; answer inquiries regarding insurance coverage, benefits and services.
- Collaborate with the Human Resources Director and Finance department to develop and analyze benefit budget projections.
- Serve as City of Helena liaison with retirees on retiree benefits.

Employee Leave Administration for all City of Helena employees (includes four unionized contracts)

- Administers Family Medical Leave Act adherence.
- Corresponds with employees and appropriate medical providers to determine appropriate leave qualification.
- Tracks leave (FMLA, sick, vacation, comp time, etc.) usage and communicates with employees, supervisors and the HR Director regarding the status of an employee's leave.
- Follows all FMLA laws and requirements along with City FMLA policy ensuring that City administers the all leave appropriately.
- Conducts leave analysis as needed.
- Consults with the Human Resources Director in cases of potential excessive or abusive use of leave.
- Manages and administers sick leave donations for the City; tracks available sick leave donations bank and eligibility for individuals making requests.

Manage Worker's Comp, Unemployment Insurance and Long Term Disability

- Facilitate and lead the claim filing processes
- Interpret and communicate insurance carrier plan provisions and benefits
- Regularly monitor and follow up with and serve as the liaison for and between the employee and insurance carriers
- Interface with the insurance carriers to actively manage each claim
- Worker's Comp:
  - File annual Injured Employee Report to OSHA/DOL
- Respond to alleged violations of rules, regulations, policies and procedures. Advise Director of HR of potential issues that may result in a formal grievance
- Collaborate with Human Resources Generalist on developing training sessions and return to work programs
- Advise Director of extraordinary circumstances regarding benefits, issues, and work comp claims; offer recommendations and advice on resolution

### General HR Office support

- Support and assistance with HR function and activities
- Assists with planning and hosting HR-sponsored programs such as employee recognition and award programs
- Provides advice on procedures to improve office efficiencies and address internal concerns or issues
- Provides leadership and offer suggestions on other HR-related issues as they arise
- Conducts exit interviews
- Meets with hiring committees and review policies and best practices

### **Essential Knowledge, Skills and Abilities Related to this Position:**

#### **Knowledge of:**

- Human Resources principles and procedures such as recruitment, selection, training, compensation and benefits, labor relations and negotiations, and human resources information systems
- Principles and practices of office management and benefits administration; including applicable Federal & State laws, local codes and regulations, and internal policies
- Computer operation including intermediate to advanced levels of Microsoft office products, particularly Word, Excel, and PowerPoint

#### **Skill or ability to:**

- Identify complex problems and review related information to develop and evaluate options and implement solutions; use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Exercise good independent judgment, flexibility, creativity and sensitivity in response to changing situations and needs
- Determine how a system should work and how changes in conditions, operations and the environment will affect outcomes
- Understand the implications of new information for both current and future problem-solving and decision-making
- Communicate information and ideas in writing and speaking so other will understand
- Be flexible in managing multiple tasks simultaneously, set priorities and develop and action to accomplish them
- Maintain a high degree of functional ability with the human resources software
- Manage one's own time and be self-motivated and highly productive
- Learn, correctly interpret and stay current with policies, procedures, laws, codes and regulations pertaining to assigned programs and functions
- Perform a full range of difficult and complex technical and administrative human resources work under minimal supervision
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work
- Quickly learn and implement new software programs

#### **Physical Demands:**

The position must have the ability to work in a standard office environment with ability to travel to different locations. The incumbent must have the ability to see, hear, and speak to interact with public and city staff. The job involves work of a general office nature usually performed sitting, such as answering the phone and operation of a computer. The job also involves work of a general office nature usually performed standing.

#### **Minimum Qualifications (Education, Experience and Training):**

This position prefers a Bachelor's degree in human resources, employee benefits management, public administration, business administration, organizational development, communication or a related field. This position requires three or more years of increasingly responsible job-related work experience in human resources, preferably in benefit administration. Experience in a governmental agency is highly desirable. Other relevant combinations of education and work experience may be evaluated on an individual basis.

**License or Certificate:**

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

**Supervision Received:**

General direction of the Human Resource Director

**Supervision Exercised:**

None

**Safety**

Performs all functions in the safest possible manner and according to policies and procedures. Participates fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

YES      or       NO

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Updated: 04/16/2021