

ECONOMIC SECURITY CORPORATION

Job Description

Job Title: Assistant Human Resources Director
Department: Human Resources
Reports to: Human Resources Director
FLSA Status: Non-Exempt
Revision Date: September 17, 2019
Classification: Grade 8

SUMMARY

The Assistant Human Resources Director is responsible for administration of group insurance benefits, including: group life, long-term disability, health, dental insurance, and worksite benefits. Also responsible for overseeing any changes in an employee's salary. This position involves frequent contact with employees, management, and the public; and must have knowledge of the benefits, policies, and procedures. The Assistant Human Resources Director manages the Human Resource Department in the absence of the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Administers various employee benefit programs, such as group medical, life, long-term disability and dental insurance, as well as the agency Cafeteria Plan.
2. Coordinates human resources procedures to initiate benefits such as long-term disability, medical, life, and dental insurance.
3. Initiates benefit enrollment; arranges for their completion and submission within time limits.
4. Assists the director in new benefit programs; and assists the director in arranging and conducting employee information presentations and enrollments.
5. Assures information is provided to the third-party administrator in a timely manner in regards to the Consolidated Omnibus Reconciliation Act (COBRA).
6. Handles benefit inquiries and complaints to ensure quick, equitable, courteous resolution. Maintains contact in person, and by phone, mail, or e-mail with insurance companies and employees to facilitate proper and complete utilization of benefits for all employees.
7. Resolves administrative problems with the carrier representatives.
8. Calculates amount of employees' paycheck deductions for benefits, enters them into the computerized payroll system, and resolves discrepancies.
9. Ensures all employees' information pertaining to payroll is entered into the computerized payroll system in a timely manner.
10. Records and maintains employee benefit information in the Human Resource computerized information system.
11. Compiles employee reports for the agency obtained from the database.
12. Makes presentations for the department in the director's absence, such as New Employee Orientation, etc.
13. Assists with the telecommunications duties as needed.
14. Processes new employees by ensuring all paperwork needed is completed, computes wages, and records data for use in payroll processing.

SUPERVISORY RESPONSIBILITIES

Directly supervises one person in the Human Resource Division and supervises other staff in the absence of the Division Director. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, recommending applicants for hiring, and training

employees; organizing, planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree in business or human resources or equivalent from two-year college or technical school plus additional course or seminars related to benefits administration and/or processing and one to two years experience in benefits or related benefits administration; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

Must possess a valid driver's license and be able to meet Missouri automobile liability minimum requirements.

COMPUTER SKILLS

Proficient personal computer skills, including electronic mail, record-keeping, route database activity, word processing, spreadsheets, graphics, etc.

PLANNING/ORGANIZATION

Must be able to handle multiple projects simultaneously

PHYSICAL DEMANDS

The physical demands described here 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 sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific abilities for this job include close vision, distance vision, color vision, and ability to adjust focus. The employee performs sedentary physical activity of non-strenuous daily activities of an administrative nature.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working conditioners are well-lighted, heated and/or air-conditioned office setting with adequate ventilation. The noise level in the work environment is usually moderate.

Employee Signature

Date

Employee Name