

LINN COUNTY CLASSIFICATION

TITLE: PERSONNEL BENEFITS SPECIALIST
NUMBER: 010 **APPROVAL ORDER**
PAY RANGE: 08 **NUMBER: 2001-414**
CATEGORY: MANAGEMENT/EXEMPT **DATE: July 17, 2001**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Responsible for providing confidential advanced general or specialized administrative support to a department head or a professional or technical supervisor. Perform advanced personnel-benefits recordkeeping, para-professional, and/or advanced support of a fiscal/secretarial nature involving duties of high complexity and/or responsibility. Once learned, assignments are performed with minimal supervision and involve the use of initiative and judgment. Positions in this class are characterized by the requirement of performing several primary tasks, each requiring several complex and inter-related steps to complete. Duties may include office management or lead worker assignments.

SUPERVISION RECEIVED: Works under the general supervision of the Linn County Administrative Officer or other administrative supervisor. The employee is responsible for carrying out tasks with a minimum of supervision once the entire workflow is experienced. With general procedures and guidelines, employees frequently develop and refine their own routines in carrying out work to completion.

SUPERVISION EXERCISED: Supervision of other employees is not a principle responsibility of all positions in the classification; the duties of some positions will include responsibility to assign/supervise work and train employees in lower classifications and review work for completeness and accuracy.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Create and maintain accurate, up-to-date and complete personnel files for each County employee.
2. Prepare and provide benefit information packets and hold orientation interviews with new employees. Explain medical, dental, vision and life insurance coverages, general benefits information regarding deferred compensation, employee assistance, disability plans and flexible spending accounts. Work closely with benefit representatives.
3. Investigate and solve problems related to all aspects of employee benefit relations, initiate correspondence as necessary.
4. Work very closely with payroll staff to insure that all appropriate information is entered into the payroll system in a timely manner.

5. Work with PERS-eligible employees to insure needed actions are taken within the PERS system. Research salary certifications, sick leave records, and maintain appropriate records to insure that employees are appropriately credited with PERS service.
6. Review Personnel Action Forms (PAF's) to insure validity and accuracy which may affect payroll and personnel records.
7. Prepare and maintain a variety of reports, logs/files of Workers' Compensation and unemployment claims/notices and prepare reports as required.
8. Verify employment and salary information requests and assist with other information requests.
9. As appropriate, interpret provisions of County Personnel Policy, Collective Bargaining Agreements, statutory regulations, insurance and retirement programs and provide any other information which may assist in carrying out the responsibilities of the position.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

12. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL, AND ABILITY: Considerable knowledge of personnel and benefits practices and procedures as required by the position. Considerable knowledge of basic business English composition, spelling, punctuation, and arithmetic, as required by the particular position. Reasonable knowledge of bookkeeping principles and practices necessary to maintain departmental or program financial records.

Ability to perform duties with initiative and judgment and to use resourcefulness and tact in public contacts. Ability to read, understand, and apply available guidelines to a variety of operational requirements. Ability to establish and maintain harmonious working relationships with other employees and the public.

Ability to perform typing at a rate required by position. Ability to make moderately complex mathematical computations and tabulations with speed and accuracy. Ability to plan, organize, and complete work in a timely fashion. Skill in the operation of a typewriter, computer and calculator, if required by position.

EXPERIENCE, EDUCATION AND TRAINING: Two years of responsible personnel and

benefits experience enabling individual to perform required knowledge, skills, and abilities with some experience in maintaining financial records if required by the position; and graduation from a senior high school; or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment may be a condition of employment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed indoors in an office environment. Work requirements include the ability to sit and move about; see, talk and hear; use hands to finger, handle or operate objects or controls; and reach with hands and arms. The work requires the ability to lift or move thirty (30) pounds.