

## CITY OF SHEBOYGAN

**Job Title:** BENEFITS ADMINISTRATOR /ANALYST  
**Grade:** 08

**Code:** A02042N

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**Reports To:** Director of Human Resources  
and Labor Relations

**Department:** Human Resources

**Classification:** Non-Exempt

**Division:** Non-Represented

**Date:** June 4, 2010

**Approved:** G.O. Ord. 10-10-11

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**POSITION SUMMARY:** Responsible for the administration of all benefit plans for approximately 600 employees. Makes recommendations and participates in modifying existing or developing new employee benefit plans and policies. (Health, dental, prescriptions, HRA, Flexible Spending, FMLA, Retirement/Medicare, COBRA, HIPPA, EAP, Unemployment, Wellness, Worker's Compensation)

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides guidance and assistance to all City employees on questions involving employee benefit plans.
- Ensures availability of summary Plan Descriptions and vendor contact information for all employees.
- Develops and administers new employee benefit orientation; monitors eligibility timeframes for enrollments and unenrollments.
- Administers open enrollments and processes changes in employee elections.
- Provides vendors with documentation required for processing claims. Regularly verifies census for accurate billing.
- Alerts Risk Management to high-cost claims, and requests for policy exceptions.
- Works with vendors and employees to investigate and resolve discrepancies, questionable claims and other issues as required.
- Monitors third party administration of the City's workers' compensation program ensuring accurate and timely resolution of claims and compliance with government reporting.
- Schedules and coordinates worker's compensation audits to identify and prioritize safety education needs.
- Serves as primary contact with all third party administrators to help identify, develop and implement process improvements.
- Compares existing employee benefit plans with those of other cities, conducts surveys, and researches other outside sources of comparative information as needed.
- Works with vendor(s) to develop cost control procedures to assure maximum coverage at the least possible cost to the City and employees.
- Analyzes health benefit utilization to makes recommendations for wellness initiatives.
- Processes and tracks leave of absence approvals and rejections.
- Ensures compliance with government regulations for confidentiality and recordkeeping (HIPPA).
- Assists in the development of human resources information systems, forms, procedures and methods of recordkeeping.
- Attends appropriate City committee meetings to keep abreast of needs and to participate in policy formation.

- Performs related work as assigned.

**Qualification Requirements:**

Considerable knowledge of benefits administration and program design, and specialized knowledge of related State and Federal laws, and HRIS systems.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

1. Working knowledge of the principles and techniques of human resources administration.
2. Working knowledge of employee benefit plans.
3. Ability to learn and keep abreast of laws, ordinances and regulations affecting HR and benefit plans.
4. Ability to research, gather and analyze information and prepare complete and accurate reports.
5. Proven organizational, planning and problem-solving skills.
6. Proficient in Microsoft Office and other computer tools as required.
7. Strong written and verbal communication skills
8. Ability to maintain confidentiality in all aspects of the position.
9. Ability to exercise good judgment, courtesy, and tact in receiving office callers. Ability to establish and maintain effective working and public relationships.

**EDUCATION and/or EXPERIENCE:**

A Bachelor's Degree from an accredited college in human resources, accounting, business, or statistics. A minimum of five years of experience in benefits administration or insurance program design, preferably in a government setting.

**PRE-EMPLOYMENT:**

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

**LANGUAGE SKILLS:**

Ability to read, analyze and interpret government regulations, technical procedures, and general government periodicals. Ability to write documents, correspondence and procedure manuals. Ability to effectively present information and respond to questions from employees and the general public.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts, to apply concepts such as fractions, percentages, ratios, proportions and perform analytical procedures.

**REASONING ABILITY:** Ability to exercise good judgment, investigate, define problems and offer solutions, research and collect data, analyze information and establish facts and draw valid conclusions.

**TECHNOLOGY SKILLS:** Ability to create documents in MS Word and spreadsheets in MS Excel, ability to use and maintain e-mail and calendars, ability to develop and maintain customized reports in MUNIS PR/HR system.

**OTHER SKILLS:**

Ability to take initiative, interpret and apply policies and procedures, be organized, be detail-oriented, ability to prioritize, meet timelines, set goals, implement changes, handle sensitive and confidential situations/information in a positive and proactive manner, work in a fast-paced environment, ask questions, give feedback and work independently, as well as within a team structured environment. Ability to interpret extensive variety of contractual language.

**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 qualified individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.