

CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Human Resources Assistant - Benefits

DEPARTMENT: Human Resources

E-PLAN

SG:E1-7

CS:N

FLSA:Y

EEO/SOCCODE:PP/43-4161

JOB SUMMARY:

Performs paraprofessional, technical and advanced administrative tasks in support of the City's Human Resources Department with a primary focus on the Benefits Division. Provides general information and facilitates access to human resources benefits services. Interprets and explains existing human resources benefits policies, procedures, and programs to employees, managers and the public. Delivers training and orientation in areas of responsibility. Maintains confidential benefits records and generates reports. Provides technical and administrative assistance in support of professional human resources benefits staff.

SUPERVISORY RELATIONSHIPS:

Reports to the Benefits Manager. Works under general supervision and the guidance of applicable federal and state statutes and employment regulations, Civil Service rules, collective bargaining agreements, and City and departmental policies and procedures. May receive work assignments and technical guidance from professional staff. May provide oversight and daily direction to lower classified staff, interns, volunteers, extra labor or temporary employees.

ESSENTIAL FUNCTIONS:

1. Responds to inquiries and provides information about human resources rules, policies, regulations, procedures and processes within assigned functional area(s). Presents new employee benefits orientation to employees via in-person meetings.
2. Receives, reviews, maintains and ensures the accuracy and completeness of human resources data, documents and records. Compiles data and prepares reports, statistics and statistical summaries, narrative summaries or graphic representations of data.
3. Assists benefits staff in administering a variety of functions such as benefits open enrollment, dependent verification audits, Affordable Care Act monthly reporting, address changes, and communications with employees by phone and email.
4. Performs data entry and retrieves data from the Human Resources Information System (HRIS), Benefits Enrollment System or other computerized recordkeeping systems, including performing updates to the benefits, wellness and related intranet sites.
5. Composes, edits, formats and transcribes correspondence, agendas, notes and spreadsheets. Composes and publishes minutes for commissions and staff meetings. Performs administrative assignments in support of professional staff.
6. Schedules, arranges meetings and coordinates travel arrangements.

7. Assists in gathering documents necessary to fulfill requests for public records from employees or members of the public, as directed by the Human Resources Records Officer or City Records Officer; provides or verifies public information requested as directed.
8. Compiles program and project information and prepares narrative and statistical reports that include determining the best way to obtain and organize information.
9. Assists with records retention for all benefits, pension and medical records in database and software applications including scanning and archiving paper records as well as ongoing file maintenance of electronic records. Develops and maintains filing systems as assigned. Sends and retrieves archival materials. Maintains accurate records of contracts and other important documents, routing for signatures as required.
10. Performs tasks in support of the City's Wellness Program including updating wellness boards throughout the City and receiving and indexing gym waivers. Assists with planning and coordinating wellness activities and the annual Benefits Fair.
11. Monitors and records budget expenditures which includes gathering and compiling budget information, estimating the needs and costs for supplies and equipment.
12. Prepares A/P bills for payment. Reviews invoices for accuracy and enters payment information into software application.
13. Receives visitors to the Human Resources Department; directs visitors and telephone calls to the appropriate HR Professional.

ADDITIONAL WORK PERFORMED:

1. Serves as back up to the Human Resources Office Assistant.
2. Schedules pre-employment drug tests as assigned.
3. Compiles electronic Worker's Compensation packets as assigned.
4. Assists in developing internal office procedures.
5. May assist with time administration, as needed.
6. Performs other related duties of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- Working knowledge of principles and practices of human resources;
- Working knowledge of principles and practices of benefits, leave of absence, accommodations and workers' compensation preferred.
- Working knowledge of basic math;
- Working knowledge of computerized accounting,
- Some knowledge of federal, state and local program-related codes and regulations, policies and procedures.

Skill in:

- Effective oral and written communications skills;

- Excellent skills with standard office software applications for word processing, spreadsheets, databases, presentation, updating web pages, calendars, and proof reading;

Ability to:

- Interact with the public and co-workers using courtesy, tact and appropriate judgment;
- Establish and maintain effective working relationships with employees, government agencies and the public;
- Multi-task with attention to detail;
- Maintain confidentiality;
- Solve problems using appropriate judgment;
- Exercise discretion and protect privileged or confidential information.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
 - Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, and fax machine;
 - Frequently communicate accurate information and ideas with city employees and the public;
 - Occasionally move between work sites;
 - Occasionally transport objects weighing up to 25 pounds.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting with extensive time spent at a computer workstation with long periods remaining stationary and frequent interruptions. Environment includes a normal range of noise and other distractions with low everyday risks working around standard office equipment. This is a sedentary position with minimal physical exertion requirements.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school diploma required. Associate or bachelor's degree in human resources, business administration or related field preferred; Professional in Human Resources (PHR) or Society of Human Resource Management Certified Professional (SHRM-CP) certification preferred.
- Three years of administrative office experience including at least six months of experience in a human resources or related setting.
- Experience using a Human Resources Information System (HRIS) and other similar databases preferred.
- In place of the above requirements, an equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skill and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENTS:

- Employment contingent upon passing a criminal background check.
- Requires a minimum of 4 days per week on site work in the Human Resources office.

PREPARED BY: L. Klemanski

K. Luxtrum
12/09

REVIEWED BY: _____
Ameleah Sullivan,
Interim HR Director

REVISED BY: L. Klemanski
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