



MESCALERO APACHE TRIBE

JOB ANNOUNCEMENT

Position Title: HR Benefits Specialist
Department: Human Resources
Employment Status: Non-exempt **Grade:** NE8
Opening date: April 22, 2024 **Closing date:** April 26, 2024

Job Summary:

As an HR Benefits Specialist, you will be responsible for managing and administering the employee benefits programs within our organization. Under the supervision of the Associate HR Director/Benefits Manager your role will involve working closely with employees, HR team members, and external benefit providers to ensure the effective delivery of benefits that align with the organization's goals and meet the needs of our diverse workforce. **Reports to Director of Human Resources**

Duties and Responsibilities:

Benefits Administration:

- Administer all aspects of employee benefits programs, including health insurance, retirement plans (401k), and other benefits.
- Process benefit enrollments, changes, and terminations accurately and in a timely manner.
- Serve as the primary point of contact for employees regarding benefits-related inquiries and issues, providing timely and accurate information and assistance.

Compliance and Reporting:

- Ensure compliance with relevant federal, state, and local regulations governing employee benefits, such as ERISA, HIPAA, and ACA.
- Prepare and submit required government filings, such as Form 5500 and annual ACA reporting.
- Maintain accurate records and documentation related to employee benefits and assist with audits as needed.

Vendor Management:

- Liaise with benefit providers, brokers, and other vendors to negotiate contracts, resolve issues, and ensure the delivery of quality services to employees.
- Under the supervision of Benefits Manager, monitor vendor performance and evaluate the effectiveness of benefit programs, recommending changes or enhancements as necessary.

Communication and Education:

- Develop and implement employee communication strategies to promote awareness and understanding of available benefits and encourage participation.
- Conduct employee orientation sessions and workshops to educate new hires on benefit offerings and enrollment procedures.
- Provide ongoing support and education to employees regarding benefit options, plan changes, and wellness initiatives.

Benefits Analysis and Optimization:

- Analyze benefit utilization, costs, and trends to identify opportunities for cost savings, process improvements, and enhancements to the overall benefits package.
- Collaborate with HR leadership and other stakeholders to design and implement innovative benefit programs that support the recruitment, retention, and engagement of top talent.

Qualifications:

- Associates degree in Human Resources, Business Administration, or a related field (or equivalent experience).
- Minimum of three years of experience in HR, with a focus on benefits administration preferred.
- In-depth knowledge of employee benefits laws, regulations, and best practices.
- Strong analytical skills and attention to detail, with the ability to interpret data and make data-driven recommendations.
- Excellent communication and interpersonal skills, with the ability to effectively engage and educate employees at all levels.
- Proficiency in HRIS and benefits administration software, as well as Microsoft Office Suite.
- Professional certification such as Certified Employee Benefits Specialist (CEBS) or Certified Benefits Professional (CBP) preferred.

Note: This job description is intended to convey information essential to understanding the scope of the position and is not an exhaustive list of responsibilities, duties, and skills required. Responsibilities and duties may change over time in response to business needs.