



Premier Surgical Associates

Job Description

Human Resources Benefit Specialist

Reports to: CEO or designee

Position Summary: Oversight and planning of Human Resources, including: benefits, FMLA and COBRA. Partners with employees and management to administrate employee benefits.

Classification: This position is classified as exempt from overtime pay under the Administrative Employees Exemption under the U.S. Department of Labor Fair Labor Standards Act (FLSA). Primary duty is performance of employee benefit administration.

Qualifications: Bachelor's Degree preferably in Human Resources or equivalent experience.

Experience:

- Excellent foundation in employee benefit administration
- Strong understanding of various HR and benefit software and Office 365.

Skills:

- Requires critical thinking skills, decisive judgment and the ability to work with minimal supervision.
- Must be able to work in a stressful environment and take the appropriate action.
- Accuracy and attention to detail are a must.
- Excellent communication skills.

Knowledge:

- Regulatory compliance of employment laws and policies.
- Various benefits for employees.
- Compensation analysis.
- Staffing and recruiting.

Responsibilities:

- Benefit administration: enrollments, qualifying events, Cobra, invoice reconciliation, track all eligibility to ensure completion and compliance.
- Open enrollment: Manage open enrollment and updating carrier sites with new benefits, auditing payroll to ensure correct premiums and invoicing to ensure correct setup.
- Manage FMLA: Confirm eligibility, send out FMLA notices, track absences to ensure documentation is complete and compliant.
- Advising and consulting with managers for appropriate resolution of employee performance issues.
- Complete annual EEOC and other regulatory reporting.
- Payroll processing backup in the absence of the Controller.
- Retirement plan administration
- Employee Referral Bonus administration
- Manage the employee wellness platform

This description is intended to provide only basic guidelines for meeting job requirements, responsibilities, knowledge, skills, abilities and working conditions may change as need evolve.

PHYSICAL/MENTAL DEMANDS: Requires eye-hand coordination, finger dexterity. Vision must be corrected to 20/20, and hearing must be in normal range. Must be able to view computer screens for long periods. Occasional stress related to workload and processing problems.

ENVIRONMENTAL/WORKING CONDITIONS: Normal office environment. Occasional evening or weekend work. Interaction with others is constant and interruptive.

Physical Requirements for Position:

Hearing: Adequate to perform the essential functions of the job.

Speaking: Adequate to perform the essential functions of the job, such as: clearly communicating instructions.

Vision: Visual acuity within normal limits.

Lifting up to: 5 lbs. 20 lbs. 40 lbs. 60 lbs. Over 60 lbs.

Pushing up to: 25 lbs. 50 lbs. 150 lbs. 250 lbs.

Manual Dexterity: Low Medium High

Average % of time during regular shift devoted to:

Standing: 0-20 21-40 41-60 61-80 81-100

Walking: 0-20 21-40 41-60 61-80 81-100

Squatting: 0-20 21-40 41-60 61-80 81-100

Sitting: 0-20 21-40 41-60 61-80 81-100

Indicate % of time employee must perform each activity:

Repetitive Motion (Depending on hand dominance):

Right Hand: 0-20 21-40 41-60 61-80 81-100

Left Hand: 0-20 21-40 41-60 61-80 81-100
Right Foot: 0-20 21-40 41-60 61-80 81-100
Left Foot: 0-20 21-40 41-60 61-80 81-100
Not Applicable:

Bending:
to waist: 0-20 21-40 41-60 61-80 81-100
to floor: 0-20 21-40 41-60 61-80 81-100
Not Applicable:

Reaching:
to waist: 0-20 21-40 41-60 61-80 81-100
to floor: 0-20 21-40 41-60 61-80 81-100
Not Applicable:

I have received and read my job description.

Employee signature _____ Date _____