

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Compensation & Benefits Manager
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Department: Administration

Pay Grade: 514

FLSA Status: Exempt

Job Code: A503

JOB SUMMARY

The purpose of this classification is to plan, organize, manage, and coordinate a variety of human resources functions including human resources information system (HRIS) administration, benefits, compensation, payroll and general human resources programs.

ESSENTIAL JOB FUNCTIONS

- Provides analytical and technical HRIS support for the Human Resources health benefit initiatives.
- Troubleshoots, analyzes, detects, identifies, and corrects technical problems and deficiencies.
- Assists with planning and managing human resources functions such as benefits, drug-free workplace, compensation, pay plan administration, policy interpretation, legal compliance, reporting, and record keeping; ensures compliance of human resources programs with recordkeeping, reporting, and other regulatory requirements.
- Consults with the Director of Human Resources or other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations.
- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Provides information, guidance, and assistance to City officials, directors, managers, supervisors, employees, or other individuals regarding employment, compensation, policies and policy interpretations, procedures, timeframes, forms, or other issues: responds to questions/complaints, researches problems, and initiates problem resolution.

- Attends committee and council meetings for compensation plan and benefits related agenda items as needed. Makes presentations as needed and provides compensation and benefits program information and/or recommendations to Mayor, City Council, or other City officials.
- Prepares, plans, organizes, and conducts the annual open enrollment period for employee benefits.
- Coordinates annual renewal process with broker/consultant and City management for all benefit services. Reviews and compares contracts, Summary Plan Descriptions, and other legal documents for accuracy; conducts comparison surveys of surrounding local governments benefit plans; develops scenarios and impact of changes in premium cost share within budget.
- Coordinate implementation meetings for carrier changes. In conjunction with broker/consultant, researches, creates, and evaluates RFPs (Request for Proposals) for benefit services.
- Provides information, assistance, and guidance to employees, dependents, former employees, or others regarding benefits, insurance, and other Human Resources issues.
- Assists employees in resolving problems with insurance coverage, benefits, or claims; communicates with insurance claims representatives regarding coverages, resolution of claims, or other issues.
- Conducts presentations to employee groups to inform/update employees regarding various City employee benefit programs and retirement.
- Administers employee retirement plans and chairs Pension Committee. Calculates pension estimates and processes retirement applications for the defined benefit plan.
- Assists in developing, recommending, updating, and implementing personnel policies and procedures.
- Assists with planning and coordinating the development, implementation, administration, and ongoing support of the City's human resources information system (HRIS)
- Programs, develops, and produces standard and customized HRIS reports for City departments and personnel; writes programs for retrieval of information from HRIS through use of report generator software; responds to government requests for various reports; submits required reports to appropriate agencies or individuals within designated timeframes.
- Maintains current human resources data on web page on common/shared drive; serves as human resources liaison with webmaster regarding Intranet issues; enters/updates forms, job listings, and other human resources information; maintains salary plan, pay grades, and job descriptions.
- Interprets, applies, and ensures compliance with City pay plan rules governing payroll change notices pertaining to new hires, terminations, promotions, transfers, merit increases, and other payroll actions.
- Completes, conducts and participates in salary surveys; analyzes results and makes recommendations to support market findings; prepares reports to support salary and classification recommendations.
- Coordinates reclassifications, market and merit increase adjustments with the Director.
- Maintains position control system; coordinates position structure with Budget division.

- Performs various administrative tasks: creates and updates various forms, policy documents; completes compensation surveys; responds to salary surveys and other surveys as requested.
- Provides budgetary input; assists in monitoring expenditures to ensure compliance with approved budget.
- Interprets, explains, applies, and ensures compliance with all applicable federal, state, and local policies, procedures, laws, rules, regulations, and standards such as FLSA, FMLA, COBRA, HIPAA: initiates any actions necessary to correct deviations or violations; researches relevant labor laws at state/federal level to clarify issues and ensure compliance.
- Prepares or completes various forms, reports, correspondence, spreadsheets, notices, audit reports, compliance reports, training reports, employee rosters, termination reports, benefit reports, training materials, surveys, or other documents.
- Receives various forms, reports, correspondence, invoices, payroll change notices, insurance forms, new hire documentation, laws, policies, procedures, legal updates, professional journals, manuals, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Operates a personal computer, general office equipment, audio/visual equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, presentation, e mail, Internet, SQL, HTML, or other computer programs.
- Communicates with director, other departments, department managers/supervisors, City officials, employees, attorneys, insurance representatives, third party administrators, medical providers, training providers, government agencies, vendors, the public, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Attends meetings, serves on committees, and makes presentations as needed.
- Maintains confidentiality of departmental issues and documentation.
- Maintains a comprehensive, current knowledge of applicable laws/regulations: maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.
- Provides assistance to other employees or departments as needed.
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience:

Requires a Bachelor's degree in Human Resources Management, Business Management, Business Administration, or closely related field; supplemented by five (5) years previous experience and/or training that includes human resources information system (HRIS) administration, human resources administration, employment law, employee relations, compensation, employment services, benefits administration, payroll processing, and computer programming/operations (preferably to include experience in a local government); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Licenses or Certifications:

- None

Knowledge, Skills and Abilities:

- Knowledge of the principles, practices, and legal requirements associated with human resources management and with administration of various human resources programs.
- Knowledge of human resources policies and procedures.
- Knowledge of principles and practices associated with human resources information system (HRIS) administration; and must be able to comprehend, interpret, explain, and apply applicable laws, regulations, policies, and procedures.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.
- Ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios.
- Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.
- Ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.