

Human Resource Specialist I/II (Benefits Specialist)

James City County Human Resource Department is seeking an individual to join our team as the primary Benefits Specialist. The successful candidate will focus on the day-to-day operations of comprehensive benefits administration activities for the County.

There are 2 levels of Human Resource Specialist distinguished by the level of work performed and the qualifications of the employee.

I: \$38,146-\$49,590 / year DOQ

II: \$41,018-\$53,323 / year DOQ

Eligible for Full-Time County Benefits

Responsibilities:

- Coordinate all County benefits administration and operational functions to include but not limited to benefits processing; retirement advisor, vendor notification, payroll processing FMLA administration and out-processing ADA administration, return to work, and coordination with Workers' Compensation.
- Provide guidance and consultation to employees and managers of customer departments regarding County benefits, policies, and practices; coordinate compliance ensuring applicable best practices, policies, and laws are followed for areas including paperwork (enrollments, terminations, changes, etc.), data entry, and record and retention management.
- Manage communication process with employees, and former employees about benefits programs, procedures, changes, and/or regulation; provide policy interpretation on benefit questions and issues; may resolve problems related to access to or payment of benefits.
- Serve as a liaison to benefit vendors, providing regular feedback on customer service, resolving problems, providing them with needed information.
- Maintain benefits related information on the County website and Employee Portal; coordinates annual Open Enrollment process, formulate and ensure communication is timely and appropriate.
- Research and maintain understanding of current trends and legislation in the human resource field; recommend changes to benefits policies, procedures and practices to reflect best management practices and comply with current laws and regulations as necessary.
- May assist with employee relations issues, including the investigation and implementation of recommended disciplinary actions; may process data entry into a variety of databases.

Requirements:

- Any combination of education and experience equivalent to an Associate's degree in human resource management or related field; some professional human resource work experience.
- Some experience in interpreting and explaining relevant labor laws and legislations to a variety of positions across diverse fields and industries.
- Must possess an acceptable driving record based on James City County's criteria.
- Skill in use of computer software, especially Microsoft Office Suite; skill in written and verbal communication.
- Ability to: maintain complex records and ensure their confidentiality; work under pressure and meet deadlines; resolve problems and complaints, understand and interpret policies and procedures while providing exceptional customer service.
- Human Resource Specialist II: Any combination of education and experience equivalent to a Bachelor's Degree in Human Resource Management or related field; considerable professional human resource work experience.

Preferred Qualifications:

- Prior Municipal or other Public Sector work experience
- Prior working experience and knowledge of the Virginia Retirement System (VRS)
- Prior working experience and knowledge of classification and compensation functions as it relates to a market based pay system
- Certification as Human Resource Professional through an approved agency.

Accepting applications until 11:59pm EST on 09/20/2019. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>