



City of Peoria

HUMAN RESOURCES

Title: Human Resources Specialist Benefits Assignment

FLSA STATUS: Non-Exempt (overtime eligible) under FLSA guidelines.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Benefits and Compensation Administrator
This is a non-supervisory job classification

MINIMUM QUALIFICATIONS

- **Education:** Associates Degree or equivalent education/experience.
 - Equivalency: Equivalent years of experience are equal to one (1) year of relevant experience for every one (1) year of education required.

- **Experience:** A minimum of three (3) years experience in Human Resources with at least one (1) year equivalent to the HR Specialist level in the functional area of the job assignment.

- **Licenses/Certifications/Special Requirements:**
 - None

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to provide technical support to the Human Resources Department in the functional area of benefits. This is accomplished by responding to inquiries, processing actions, providing customer service, coordinating claims administration, workers compensation programs and the return to work program. Other duties include the administration of the Family Medical Leave Act (FMLA), Commercial Drivers License (CDL) and Random Drug Testing Programs, updating websites, responding to surveys, performing record retention and ensuring compliance with all city policies and memorandums of understandings, and local, state and federal regulations and participating in related activities. Performs related duties as assigned.



City of Peoria

HUMAN RESOURCES

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions for Benefits Assignment
1	Prepares packets and conducts new hire benefit orientation and insurance enrollment. Reviews and processes benefits information including entering the data into the PeopleSoft BenAdmin program. Reviews and processes requests for family status changes, benefits billing and audits, file interfaces with vendors and COBRA processing.
2	Responds and processes employee requests for Family Medical Leave Act (FMLA). Prepares notices, tracks designated leave and coordinates required information with department management. Coordinates FMLA, leave without pay, short-term disability and long-term disability.
3	Coordinates the city-wide Department of Transportation (DOT) and the Federal Motor Carrier Safety Administration (FMCSA) random drug screening process and confirms pre-employment drug screen and physical clearance. Coordinates post-accident drug screening and the Commercial Drivers License (CDL) medical program.
4	Reviews, researches and prepares various correspondence, logs and reports regarding industrial injuries and exposures. Identifies lost time status, modified duty and coordinates with employees, payroll, third party administrator and departments on claim and leave status.
5	Maintains current desk reference for all areas of responsibility.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X" The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X" The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.