



**NOTICE OF VACANCY  
October 17, 2016**

**POSITION: Benefits Assistant**

**DEPARTMENT: Human Resources**

**SALARY: M2 \$38,360 - \$45,836**

**HOURS: Monday – Friday 8:30am to 5:00pm**

Position Purpose:

This role performs administrative duties related to the daily operations of the Human Resources Benefits Department. This role administers and coordinates medical, dental, retiree and other insurance benefits for town, school employees, and retirees. Performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Prepares deposits using the AD9 form for monies received from wellness programs, Edgell Grove Cemetary, and back payments for insurance.
- Transfers benefits such as health, dental, life, supplemental life, and employees paying back benefits owed on a regular basis.
- Processes COBRA notices, prepares paperwork when employees have a change in insurance, or termination of employment.
- Coordinates new hire orientation: provides assistance to new hires and reviews Town benefits including: medical, dental and life insurance plans; enrolls them for any benefits they may want to enroll in with proper completion of required payroll forms.
- Assists employees on completion of all paperwork as well as reviews all policies when necessary.
- Processes Talent Ed school enrollments and verifies changes with payroll and GIC when necessary.
- Advises Retirement Board of changes made to retirees insurance.
- Makes insurance changes in MTRS computer database for all school retirees.
- Consults with Medicare eligible retirees on the steps that need to be taken when changing to Medicare and how to choose a supplemental plan that meets their needs.
- Administers the paperwork for the employee LOA and surviving spouse direct pay program in accordance with Town policy.
- Assists in health fair planning through execution for school/town employees. Consists of room location and setup, contacting vendors, arranging for materials to be shipped ahead, provide snacks, drinks, etc.

- Assists in development of Wellness Program for town employees: bringing in speakers, initiating weight loss workshops, stress reduction, exercise programs, etc.
- Covers for other department personnel when away from their desks.
- Assists in supporting other department personnel in major projects.
- Performs similar or related work as required, directed or as situation dictates.\_

Recommended Minimum Qualifications:

Education, Training and Experience:

Associates degree in a business or related field, 2+ years of benefits or HR Administration experience; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

*Knowledge:* Knowledge of word processing and spreadsheets. Knowledge of commonly used human resources concepts, practices and procedures.

*Ability:* Ability to maintain effective working relationships with others. Must be accurate, thorough and well organized in working with detailed information; takes initiative to assure timely compliance with deadlines and the resolution of pending matters. Ability to maintain tact and discretion in challenging situations and interactions with employees and the public. Ability to maintain confidential information and to respond quickly to unexpected project with short deadlines or changes in important procedures.

*Skill:* Strong organizational and interpersonal skills. Strong communication skills; demonstrates a highly proficient use of computers, office automation, and other department specific computer applications, skill in all of the above listed technologies, tools and equipment.

Physical Requirements:

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.

This position is works at a desk; moves around inside office to access file cabinets and office machinery; and traverse stairs, occasionally lifts objects weighing up to 10 pounds, such as supplies, folders, and books, operates a keyboard and calculator at efficient speed and views computer screen for extended periods of time. Requires the ability to recognize and identify differences between colors, shapes and sounds associated with job-related objects, materials and tasks.

Supervision:

*Supervision Scope:* Follows established guidelines and procedures in order to perform routine administrative functions.

*Supervision Received:* Works under the direct supervision of the Benefits Manager.

*Supervision Given:* None.

**Job Environment:**

- Majority of work is performed under typical office conditions; the noise level is moderate.
- Has frequent contact with town department heads, employees, retirees, elected officials, brokers, insurance representatives, vendors and other municipal Personnel/HR departments. Contacts are in person, by telephone and in writing by email, fax or correspondence.
- Has access to confidential employee records.
- Errors could result in delays or loss of service, monetary loss, and legal ramifications.

**Please visit our website:**

**<https://ess.framinghamma.gov/MSS/employmentopportunities/default.aspx>**

**The Town of Framingham is an Affirmative Action Equal Opportunity Employer.**