



# BROWN COUNTY

25 Market St.  
Aberdeen, SD 57401

COMMISSION/HR  
(605) 626-7115  
FAX (605) 626-4010  
[www.brown.sd.us](http://www.brown.sd.us)

## PART TIME POSITION

### JOB DESCRIPTION – BENEFITS SPECIALIST (HUMAN RESOURCES ASSISTANT POSITION)

## POSITION TITLE: **BENEFITS SPECIALIST (HUMAN RESOURCES ASSISTANT)**

**DEPARTMENT:** Commission Assistant/Human Resources

### GENERAL DEFINITION OF WORK:

- Provides part-time administrative support to the Commission Assistant/HR Director on all personnel duties as assigned including conducting orientations, scheduling appointments, maintaining records and information up to 19.5 hours per week.
- Facilitates resolutions to errors and answers questions regarding payroll, which includes ensuring vacation and sick time are tracked in system.
- Responsible for compliance and contact person for employee benefits, South Dakota Retirement System disability and workers compensation.
- Maintains all mandated reporting requirements
- Responsible for administration, compliance and monitoring of COBRA (Consolidated Omnibus Budget Reconciliation Act), FMLA (Family Medical Leave Act), USERRA (Uniformed Services Employment and Re-employment Rights Act) and HIPAA (Health Insurance Portability Act) .
- Knowledge of EAP program and Drug/Alcohol policy/program.
- Maintains employee information by entering and updating employment data and status-change data.
- Performs customer service functions by answering employee requests and questions and counsels' employees on benefit plan provisions.
- Maintains employee trainings records and mandatory class/training completion.
- Conducts benefits enrollment for employees.
- Verifies I-9 documentation and maintains books current.
- Processing of bills.
- Maintains office bulletin boards as required to meet the legal compliance requirements.
- Reconciles the benefit statements.
- Perform other duties as assigned, including notifying supervisor of concerns.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to use all Microsoft Office products proficiently, scanners and digital cameras.
- Typing and general clerical skills.

- Ability to a computer, copy machine, and any other office equipment.
- Ability to establish and maintain effective working relationships with other employees, other agency employees and the public.
- Ability to learn new software and submit information over the internet as needed.
- Positive public relation skills are required as you are the first interaction the customer has with the office.
- The ability to work independently, possession of problem solving skills, and ability to multi-task are required.

## **MINIMUM QUALIFICATIONS:**

Completion of two (2) years of college, including human resources management or two years administrative background or payroll benefits experience desired or combination of education and experience

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one settings and small group situations.

Ability to perform basic mathematical functions.

Ability to possess or be able to obtain a valid SD driver's license.

## **PHYSICAL REQUIREMENTS:**

- Reaching: extending hand(s) and arm(s) in any direction
- Fingering: picking, pinching, typing or otherwise working primarily with fingers rather than with whole hand or arm as in handling
- Grasping: Applying pressure to an object with the fingers and palm
- Talking: Expressing or exchanging ideas by means of the spoken word.
- Hearing: Perceiving the nature of sounds without major correction.
- Repetitive motions: Substantial movements (motions) of the wrists, hands and/or fingers; bending, reaching, pivoting, stooping, standing, kneeling, squatting.
- Light Work: Exerts up to 20 pounds of force occasionally, and/or up to 10 pounds frequently, requiring exertion of forces greater than that normally expected for sedentary work.

## **BROWN COUNTY HUMAN RESOURCES BENEFITS SPECIALIST POSITION**

Brown County is seeking a responsible individual for the part-time position up to 19.5 hours weekly for Human Resources Benefits Specialist position. Job description and minimum qualifications for appointment can be found at [www.brown.sd.us](http://www.brown.sd.us) or at the Human Resources Department. Salary is DOE. Interested individuals are encouraged to apply by submitting a resume and cover letter or County application (available upon request) by 5:00 p.m., April 20, 2018 to Brown County Commission Asst. /HR Office, 25 Market St., Aberdeen, South Dakota, 57401, (phone (605)-626-7115, fax (605) 626-4010, email [Gary.Vetter@browncounty.sd.gov](mailto:Gary.Vetter@browncounty.sd.gov).

Background Check will be required.

Brown County is an Equal Employment Opportunity Employer.