

**Job Title:** Benefits Administrator

**Department:** Human Resources

**Reports to:** HR Generalist

**FLSA Status:** Exempt

**Salary Grade:** \$32.17 - \$45.05

**Location:** Coos Bay or Eugene

This position is a covered position as defined in the Coquille Indian Tribe Chapter 185 Child Protection Ordinance. Candidate must pass a pre-employment drug screen, Criminal, and Character Background Check.

## **SUMMARY OF MAJOR FUNCTIONS**

Under the direct supervision of the HR Generalist, this position administers and serves as the primary point of contact for all employee benefit programs, including health insurance, retirement plans, and leave policies. The Benefits Administrator is responsible for day-to-day benefits administration, answering employee questions, maintaining benefits records, assisting with open enrollment, and ensuring compliance with applicable laws and policies.

This role also supports benefits communication, employee education, and engagement initiatives to improve understanding and utilization of benefit offerings. The Benefits Administrator partners with internal teams, vendors, and brokers to support effective program administration and a positive employee experience.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Administers employee benefit programs and manages employee benefit enrollment (medical, life, short and long-term disability, 401(k), and flexible spending accounts). Maintains accurate benefit data in HR systems and notifies newly eligible employees of enrollment periods. Assists employees in resolving benefit inquiries or issues.
2. Manages annual open enrollment by supporting communication efforts, coordinating with vendors and brokers, updating HRIS systems, and ensuring employees have a clear understanding of available options.

3. Manages workers' compensation claims, including coordinating with vendors, tracking claims, and supporting return-to-work or light duty programs as appropriate.
4. Enters and maintains benefit information in Paycom and manages ACA-related processes, including supporting accurate 1095-C reporting.
5. Communicates with employees and management regarding leave of absence processes, timelines, and requirements related to FMLA, disability, and other applicable leave programs.
6. Administers leave of absence programs, including processing requests, maintaining documentation, tracking usage, and ensuring compliance with applicable policies and regulations.
7. Coordinates with Payroll to ensure accurate employee and employer contributions, including managing benefit deductions and adjustments during leave periods.
8. Provides guidance to employees and managers regarding leave balances, requirements, and expectations, and assists with tracking and reporting as needed.
9. Serves as a liaison with external vendors, brokers, and benefit providers to support plan administration, resolve issues, and ensure effective service delivery.
10. Supports compliance with applicable benefits laws and regulations, including ACA, COBRA, HIPAA, and other federal requirements. Coordinates COBRA notifications and administration with third-party providers to ensure timely and accurate processing.
11. Maintains confidentiality of sensitive employee information, including protected health information, in accordance with applicable privacy requirements.
12. Develops and supports employee education initiatives to promote understanding of benefit programs and overall wellness.
13. Create employee badges and administer drug testing as needed.
14. Other duties as assigned.

The above statements are intended to describe the general nature and level of work being performed by employee. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required.

## **PHYSICAL REQUIREMENTS**

Requires the ability to communicate orally, repetitive movement of the wrists, hands and/or fingers, often requires sitting for extended periods of time, raising or lowering objects, and occasionally requires lifting up to 25 pounds. Requires occasional standing, walking, stooping, kneeling, crouching or crawling. Work is generally performed in an office setting. Will often be required to travel by automobile, commercial or private carrier. Local travel is frequently required, statewide and national travel is occasionally required. The individual must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Individuals must possess the following knowledge, skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Excellent oral and written communication skills with strengths in team building and cooperative problem solving. Ability to convey a professional, approachable, and helpful attitude while managing sensitive or complex situations.
2. Ability to foster an inclusive workplace where diversity and individual differences are valued and supported.
3. Strong organizational skills with the ability to manage multiple priorities, meet deadlines, and maintain a high level of accuracy and attention to detail.
4. Ability to analyze information, interpret benefit-related data, and apply technical knowledge to support sound decision-making.
5. Ability to read, interpret, and explain technical documents, policies, and benefit plan information.
6. Advanced computer literacy, including experience with HRIS systems and proficiency in Microsoft Office applications such as Excel, Word, and Outlook.
7. Ability to maintain professionalism, confidentiality, and discretion when handling sensitive employee and organizational information.

## **QUALIFICATIONS**

1. Bachelor's degree in Human Resources or closely aligned field or equivalent experience.
2. 3+ years of experience in benefits administration, including leave management and compliance.
3. Working knowledge of employee benefit plans (medical, dental, vision, retirement, and related programs) required.
4. Strong attention to detail and ability to manage multiple deadlines in a fast-paced environment.
5. Experience working with HRIS and payroll systems; experience using Paycom is preferred.
6. Experience supporting compliance with federal benefits regulations (ACA, COBRA, HIPAA) preferred.
7. Experience working in diverse and inclusive environments preferred.
8. Proven experience in a role requiring a high level of confidentiality, personal integrity, and respect for individual privacy.
9. Relevant HR experience in health care or tribal government preferred.
10. Current and valid Oregon driver's license in good standing with no insurability issues as determined by the Tribe's insurance carrier is required.