



Job Description

Title: People Care Administrator

Apply for this opening by clicking here: [Job Application Link](#)

FLSA: Non-Exempt (Hourly)

NEW: November 201

REPORTS TO: Director of People Care

SUPERVISES: None

Position Summary:

Under general direction, performs professional-level duties in relation to the administration of human resources programs and policy involving one or more of the following disciplines: acquisition, compensation, benefits, performance reviews, organizational development, training, and employee relations.

Essential Duties and Responsibilities:

- Performs a variety of professional level human resources duties related to one or more functional areas within a centralized human resources system.
- Develops and administers various human resources plans and procedures for all company personnel.
- Develops, recommends and implements personnel policies and procedures; prepares and maintains employee and supervisor handbooks.
- Develops, reviews and revises assigned human capital and people care program policies and procedures. Provides advice and counsel to management and staff on updating and interpreting such programs.
- Implements the compensation policy and program, including pay grades and ranges; updates bi-annually; conducts annual salary surveys to advise budget development; analyzes compensation.
- In collaboration with management and outside consultant resources, coordinates, administers, writes and revises job descriptions; classifies such jobs for pay and compliance with the Fair Labor Standards Act (FLSA).
- Monitors and administers the employee performance review program and revises as necessary.
- Prepares and files the annual federal EEO-1 report; maintains other records, reports and logs to conform to EEO regulations.
- Assures compliance with all associated federal, state and local employment laws.
- Administers employee benefits programs such as retirement plans; medical, dental, and vision plans; life insurance plans; temporary disability programs; and wellness programs.
- Performs benefits administration to include claims resolution, approving invoices for payment, and annual re-evaluation of policies for cost-effectiveness.
- Evaluates and compares existing company benefits with those of other employers by analyzing other plans, surveys and other sources of information.
- Installs approved new benefit plans or changes to existing plans by preparing announcement materials, plan summary documents and other media for communicating plans to employees. Conduct employee meetings and arrange for enrollment. Advise and counsel management and employees on existing benefits.



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- Assures company compliance with provisions of the Patient Protection and Affordable Care Act (PPACA), commonly called the Affordable Care Act (ACA) or Obamacare. Prepares reports and applications required by law to be filed with federal and state agencies, such as the Internal Revenue Service.
- Reviews and analyzes changes to state and federal laws pertaining to benefits, and recommends required or suggested changes to management. Coordinates company benefits with government-sponsored programs.
- Handles benefits inquiries and complaints to assure quick, equitable, and courteous resolution.
- Maintains contact in person, and by phone or mail, with insurance companies, employees, and beneficiaries to facilitate proper and complete utilization of benefits for all employees.
- Assists in the development, implementation and administration of various employee assistance and wellness programs.
- Provides expertise and advice to management regarding the handling of employee/labor relations issues.
- Consults with, assists, and advises all levels of management on the administration of progressive discipline, high level discipline, investigations, and terminations.
- Manages, coordinates and responds to unemployment claims; collaborates with management and outside consultants on appeals.
- Coordinates and processes employee changes such as promotions, reorganization assignments, job reclassifications, temporary assignment pay, etc.
- Manages and administers programs for extended employee absences authorized under the provisions of law and regulation such as the Family Medical Leave Act (FMLA) and the ADA Amendments Act of 2008.
- Researches, analyzes data and prepares reports on HR trends, new HR project suggestions and current program goals and progress.
- Maintains organizational charts and employee directory.
- Assists in the development and implementation of computerized systems; provides information to information systems staff and may instruct others in systems applications.
- Maintains absolute confidentiality of work-related issues, records and Foundation information.
- Uses standard office equipment including a computer, in the course of the work; may need to attend off-site meetings and visit other work sites.
- Maintains a professional appearance at all times.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- Other duties as assigned.

Education and Experience Requirements:

Bachelor's Degree or equivalent from an accredited college or university in business administration, human resources or personnel management, or a closely related field, **AND** five years of increasing responsibility and professional experience in a human resources administration environment, **OR** an equivalent combination of education, training, and experience that provides the necessary knowledge, skills and abilities.

License & Certification Requirements:



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None.

Required Knowledge and Skills:

Knowledge of:

- Concepts, principles and procedures of human resources administration, particularly as related to the assigned functional areas.
- Applicable laws, codes and regulations.
- Data sampling and statistical analysis techniques.
- Computer applications related to the work.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Communicating effectively in oral and written forms.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.
- Record management principles and practices.

Skill in:

- Performing professional-level work in a variety of assigned areas.
- Carrying assigned analytical projects through, from data gathering to completion.
- Using tact, discretion and prudence in dealing with those contacted in the course of the work.
- Making effective oral presentations to large and small groups.
- Preparing clear and concise reports, correspondence and other written materials.
- Interpreting, applying and explaining complex federal and state regulations.
- Using initiative and independent judgment within established guidelines.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide services in the most cost effective and efficient manner.
- Establishing and maintaining effective work relationships with staff, coworkers, contractors and the public.
- Dealing successfully with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone.

Working Conditions and Physical Effort:

Physical ability and mobility to work in a typical office environment. Strength to lift and/or move materials weighing up to 10 pounds frequently, and 25 pounds occasionally. Vision to read printed materials. Stamina to sit or stand and work with a computer for an extended period of time. Hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

All employees work in a culture of continuous improvement and are expected to support our mission. Employees must be able to clearly articulate our goals, actively participate in outstanding customer service, and accept responsibility for maintaining our culture of philanthropy.



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This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the job.

I have read and understand the above to be a general description of the duties, physical demands and occupational exposures of the position for which I am being hired.