



RHODE ISLAND COLLEGE JOB DESCRIPTION

Position classification: NUNC
Date created or revised: 9/19/2022
Exempt/Non-Exempt Status: Exempt
Responsible individual: No
Campus Security Authority: No

Title: Personnel (Human Resources) Assistant (Benefits)
Status: Full-time, 35 hours per week
Grade: 7
Union Affiliation: NUNC (Non-union/Non-classified)
Reports To: Manager of Human Resources (Generalist)

PRIMARY PURPOSE:

Assist the Manager of Human Resources (Generalist) with the day-to-day administration of health and welfare benefit plans/programs, billing for missing so-share premiums and development of appropriate educational materials. Assist with non-classified position/compensation transactions. Support a variety of other routine human resources functions and complex projects as needed.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Essential Job Functions:

- Assist the Manager of Human Resources (Generalist) with the day-to-day administration of health and welfare benefit plans/programs and development of appropriate educational materials. Handle first-line questions/issues regarding medical, dental, vision, retirement, life, LTD, AFLAC, dependent care and FSA, legal plans. Work with the Manager of HR (Generalist), State Employee Benefits Office, Payroll office and third-party administrators to resolve matters as needed.
- Coordinate and produce invoices for group health and other related group insurance missing co-share premiums for all groups of employees (classified and non-classified) on leave without pay; follow-up as needed and submit to the appropriate State agency.
- Assist the Manager of Human Resources (Generalist) with organization of the annual open enrollment process and dissemination of notices and material.
- Prepare, process and follow-up on non-classified employee compensation and position transactions with appropriate College and State offices.
- Assist with, compile and/or process complex material such as benefit related data and statistics, union related documents/grievances, State required forms, department-initiated studies, mass mailings, and other HR/AA statistical reports, as well as routine correspondence; maintain related HR files as needed.
- Prioritize work to insure efficiency and that all required deadlines are met. Maintain an office environment conducive and sensitive to the varying needs of employees, College and other agency officials and the general public.
- Maintain cordial working relationships with various college departments to ensure the proper processing, delivery and/or receipt of information.

Occasional Job Functions:

- Assist with large scale department activities such as training sessions, orientation sessions, award ceremonies, etc.

- Other related duties as assigned by the Manager of HR (Generalist) or Director of Human Resources.

REQUIRED QUALIFICATION STANDARDS:

Education and Experience:

High school diploma with six (6) years of experience in human resources or related field,

OR

Associate's degree in a related field,

OR

Two years of post-secondary education in a related field with two (2) years of experience in human resources including benefits administration.

Skills, Knowledge, and Abilities:

- Ability to understand and keep current with benefit plan requirements and relevant federal and state regulations.
- Ability to respond to employees, state agency personnel, union representatives, general callers, etc., in a polite, sensitive, and competent manner.
- Excellent communication, organizational skills along with strong analytical skills.
- Ability to understand and maintain the confidentiality of employee personal information relative to employee benefits, union related matters/grievances, affirmative action matters, HR/AA transactions, files and reports.
- Ability to remain calm under pressure.
- Ability to collaborate cooperatively with others.
- Demonstrated competency in use of contemporary computer software including word processing and spreadsheets, and business practices.

PREFERRED:

Experience in benefits administration in higher education.

ENVIRONMENTAL CONDITIONS:

The employee is not exposed to known adverse environmental conditions.

The College requires that all applicants and employees be able to perform the essential functions of the job and will explore reasonable accommodations for individuals with disabilities.

As an Affirmative Action/Equal Opportunity institution that values and is committed to inclusion and expanding the diversity of its faculty and staff, the College invites members of protected classes, including minorities and persons with disabilities, to identify themselves as such at the time of application.