



**CITY OF OVERLAND PARK - POSITION DESCRIPTION**

<b>TITLE:</b>	Benefits Assistant (PT)	<b>BAND/LEVEL:</b>	NE/00
<b>DEPARTMENT:</b>	Human Resources	<b>JOB NO:</b>	9907
<b>DIVISION:</b>	Employee Benefits	<b>DATE:</b>	10/01/2018
<b>REPORTS TO:</b>	Manager, Human Resources	<b>FLSA STATUS:</b>	Non-Exempt
<b>FT/PT/SEASONAL:</b>	Part-time	<b>COST CENTER:</b>	191
<b>REPLACES:</b>	New Position	<b>LAST REVISED DATE:</b>	08/24/2015

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**JOB SUMMARY STATEMENT:**

Provides administrative support in the Benefits Department. Maintains all administrative aspects of the city's retirement plans including data entry in the Human Resources Information System (HRIS), bi-weekly investment of contributions and participant education. Performs new employee, first-day orientations. Assists the Benefits Coordinator with day-to-day administration of the city's insurance benefits.

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**DUTIES AND RESPONSIBILITIES:**

1. Maintains all aspects of Kansas Public Employees Retirement System (KPERS) and Kansas Police & Fireman's Retirement System (KP&F) including data entry in the Human Resources Information System (HRIS) and participant education. Ensures that all plan records are properly filed. Responsible for remitting contributions on a bi-weekly basis. Responsible for enrolling newly eligible plan participants.
2. Maintains all aspects of the 457 Deferred Compensation Plans including enrollments, participant education, distributions, etc. Ensures that all plan records are properly filed. Responsible for remitting contributions on a bi-weekly basis.
3. Performs new employee, first-day orientations. Explains all related paperwork and information and assists employees with their portion of retirement plan related information and then completes City's portion with necessary information.
4. Assists with the administration of Municipal Employees Pension Plan (MEPP) including participant education. Ensures that all plan records are properly filed and that all miscellaneous administrative tasks associated with the Plan are performed in a timely manner. Responsible for investing bi-weekly contributions and enrolling newly eligible plan participants.
5. Assists with the administration of the Police and Fire Department Retirement Plan. Distributes annual participant statements and maintains all records of the Police and Fire Department Retirement Plan.
6. Assists the Benefits Coordinator with day-to-day administration of the City's insurance benefits. Assists with Open Enrollment, coordination of wellness programs, special events and data entry.
7. Inputs retirement plan enrollment and maintenance information in the HRIS.
8. Schedules and publicizes all retirement/financial-planning classes offered to City employees.
9. Inputs and maintains beneficiary information for MEPP, Police Department Retirement Plan and Fire Department Retirement Plan.

10. Compiles and verifies information entered into the computerized timekeeping system. Provides documentation to the Chief Human Resources Officer for department approval.
- The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with which interaction is required to accomplish work and employer goals.
  - The employee must be punctual and timely in meeting all requirements of performance, including but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks where applicable.

### GENERAL QUALIFICATIONS

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#### EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

- High school education or equivalent or an equivalent combination of formal education and work experience.
- Associate's degree in business administration or a related field of study preferred.

#### EXPERIENCE:

- Two years of administrative office experience in human resources or an equivalent level of experience.
- Experience working with KPERS or a state retirement system preferred.

#### SKILLS:

- Good oral communication skills.
- Phone skills.
- Basic math
- Good listening skills.
- Must have a working knowledge of windows-based work-processing and spreadsheet software applications.
- Manual dexterity.
- Reading.
- Independent judgement.
- Must be flexible and adaptive to the work environment and assignments.
- Data entry.

#### MENTAL REQUIREMENTS:

- Ability to recognize and protect confidential information.
- Logical reasoning; sound judgement; and the ability to deal with sensitive situations in a tactful, empathetic manner.
- Ability to learn and understand PC software applications.
- Ability to organize, file and effectively retrieve data.
- Ability to work in a hectic environment with many interruptions.
- Ability to meet specific deadlines.
- Concentration.
- Alpha and numeric recognition.
- Ability to read and comprehend City and Federal policies and regulations.



**PHYSICAL REQUIREMENTS:**

- Ability to make and receive phone calls.
- Hand and eye coordination.
- Visual stamina and acuity adequate to review alphanumeric data and to spend long periods looking at a computer screen.
- Ability to sit and be attentive for extended periods of time.
- Ability to lift 20 pounds and transport 10 feet.

**SUPERVISORY RESPONSIBILITY (Direct & Indirect):**

- None

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designated to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to the job.