



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 North Reservation Road, Porterville, CA 93257

JOB POSTING

Opening Date: 06/17/2015

Closing Date: 07/01/2015

Position Title: Benefits Coordinator

Department: Human Resources

Work Schedule: Monday-Friday 8:00AM- 5:00PM

Wage Rate: Pay Range 17: \$17.46 /HR/ Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Bachelor's degree in Human Resources, Business Administration or related field
- Tribal Identification (*if applicable*)

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

JOB DESCRIPTION

POSITION TITLE: Benefits Coordinator **WORKSITE:** Tule River Indian Reservation
340 North Reservation Road
Porterville, CA 93257

SUMMARY POSITION DESCRIPTION

Under minimal guidance and supervision, the Benefits Coordinator is responsible for the delivery of services to the organization. Responsible for providing day-to-day operational direction; participating in the development of HR/organizational strategy; and ensuring that deliverables are executed timely. Additionally, this position is responsible for the development, on-going administration, and maintenance of Tule River Indian Tribe of California's employee benefits programs, including but not limited to: working with third party administrators, brokers, suggesting plan design changes, creating open enrollment materials, developing statistical and financial models to support annual benefits planning/ budgeting, billing, maintaining outstanding vendor/provider relationships, and facilitating benefits orientations and meetings.

DUTIES AND RESPONSIBILITIES:

1. In support of the HR department, act as the primary contact with our external benefits consultancy/brokerage firms.
2. Responsible for leading the reconciliation and audit process for all bills related to benefits in conjunction with assigned accounting associates. When finalized, responsible for presenting all bills for approval and monitoring internal processing to ensure timely payment to the vendor.
3. Works with the payroll department to ensure that benefits deductions, garnishments, accruals, leave of absence requests, and related actions are processed.
4. Administers the response to benefit inquiries and complaints ensuring equitable and courteous resolution. Maintain contact with insurance providers, employees, advisors, and beneficiaries to facilitate proper utilization of benefits.
5. Maintain vendor contact to investigate discrepancies and provide information in non-routine situations to ensure compliance and accuracy on the usage of benefit programs.
6. Create benefit information and reports, including statistical and census data for insurance carriers and management.
7. Coordinate and facilitate monthly benefit orientation meetings, as well as open enrollment meetings for eligible employees, including preparing communication

materials and strategies for supporting other locations (i.e., stores and departments) with monthly enrollments.

8. Responsible for completing regulatory audits for dependents, including dependents and domestic partners, to ensure legal compliance and adherence to Tule River Indian Tribe of California policy and plan provisions.
9. Administers employee leave programs, including FMLA, STD, Personal LOA's, and their various interactions. Routinely updates and audits employee leaves, benefit arrears, and time-accruals to ensure adherence to Tule River Indian Tribe of California, legal provisions, and plan documents.
10. Ensures all of Tule River Indian Tribe of California's benefit provisions and activities are current and in compliance with applicable laws and regulations, including, but not limited to ERISA, COBRA, and HIPPA.
11. Drives all wellness related activities, special events, and communications, including the creation of an annual strategic communication plan in conjunction with benefit providers/vendors/brokers to support benefit and wellness initiatives.
12. Maintains and regularly updates HR systems to ensure accurate reporting and data capture.

QUALIFICATIONS:

A working knowledge of Benefits practices and principals. An advanced working knowledge of Microsoft Word, Excel, and PowerPoint. Technical experience a must. Must possess team and service orientation attitude; critical thinking; systems skills, effective time management and project management; coordination of people and resources with diplomacy; and knowledge of administrative & clerical procedures & systems.

1. Bachelor's degree in Human Resources, Business Administration or a related field.
2. A minimum of 2 years of working experience in Human Resources or a related field.
3. Previous experience supporting multi-locations (or similar business unit) strongly preferred.
4. Demonstrated oral and written communication skills, including large group presentation ability.
5. Ability to lead by example in the areas of work ethic, personal and professional development that leads to maximum satisfaction, and performance of all assigned tasks.
6. Demonstrated ability to develop relationships effectively.
7. Highly organized
8. Ability to work in a fast paced environment
9. Must have a Valid California Drivers License and be insurable through the Tribe's insurance.
10. Must successfully complete a background investigation and pre-employment drug/alcohol screen.
11. Must be able to obtain a Gaming License (detailed background investigation)
12. Must have acceptable work history if previously employed with the Tule River Tribe and/or tribal entities.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports using a computer keyboard. Additionally the position requires near and far vision in proofreading correspondence and work related documents. Acute hearing is required. Typically office work setting conditions. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job also may require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle.

This position reports to:	Human Resource Manager
Supervises:	None
Salary:	Pay Range 17: \$17.46/ Hr. Bi-Weekly/ Overtime Eligible
Hours:	Monday-Friday 8:00 a.m. – 5:00 p.m. 40+Hours/Per Week/Regular Full-Time
Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K participation.

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT