

HUMAN RESOURCES DIVISION
PHONE: 815/724-4020
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150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158

EMPLOYMENT OPPORTUNITIES

JOB POSTING #: 06-18
POSTED: 01/31/18, 8:00 a.m.
EXPIRATION: 02/28/18, 4:30 p.m. or until filled
TITLE: BENEFITS/RISK MANAGEMENT ADMINISTRATOR (Position Code #1532)
SALARY: \$81,034 - \$113,447
DEPARTMENT: LEGAL
DIVISION: HUMAN RESOURCES

GENERAL PURPOSE

Administers the employee benefit programs for the City, property and casualty insurance coverage, the Worker's Compensation Program, Unemployment Compensation claims, COBRA, FLMA and Disability claims, ensures compliance with governmental safety regulations; performs other HR-related functions, as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administers employee benefit programs, such as medical, dental, and life insurance, Section 125, COBRA, FMLA and voluntary programs.
Administers all property and casualty insurance coverage for the City, including research, evaluation, and monitoring.
Handles Worker's Compensation Claims and works with Legal and third-party insurance administrators to coordinate loss claims.
Develops, prepares, and assists in Request for Proposal (RFP) documents to evaluate the City's insurance coverage for all programs.
Provides on-going analysis of City benefits in comparison with other municipalities and responds to benefit surveys.
Develops census data and analyzes quotations from insurance companies.
Performs liaison work with brokers, consultants, and vendors for the development and ongoing operation of benefit plans.
Integrates Federal and State Legislation regulating benefit programs; recommends, interprets, and administers policies and procedures to ensure compliance.
Assists all levels of employees in understanding provisions of the City's benefit programs, including employee meetings, correspondence, new employee orientation, open enrollment or retirement assistance, as needed.
Provides assistance to employees by investigating and reviewing problems with claims or insurance related issues.
Establishes and maintains records related to employee benefits; prepares and processes accounting documents to ensure payment of premiums, etc.
Counsels supervisors/employees on a wide array of human resource issues, including, but not limited to: employee and labor relations; legal compliance; benefits administration and lost time control.
Performs related work, as needed.

REQUIRED QUALIFICATIONS

Education and Experience:

Bachelor's degree in Human Resources, Business, Public Administration, or related field required, with ARM certification preferred.

Minimum of seven (7) years' experience in risk management, safety, insurance or related field required.

Any equivalent combination of education and experience which provides the required knowledge, skills and abilities.

Necessary Knowledge, Skills and Abilities:

Comprehensive knowledge of the principles and practices of risk management, municipal liability laws, insurance coverage, and benefit administration.

Thorough knowledge of applicable Federal, State and local laws and regulations impacting benefits and insurance coverage and administration.

Considerable knowledge of accident investigation, claims investigation, report writing, negotiations, research, and RFP development and analysis.

Considerable knowledge of fundamental principles and practices of public personnel administration and municipal government functions and practices, with self-insured insurance programs.

Knowledge and experience in human resources practices/management.

Ability to conduct extensive research projects, analyze data, and prepare related reports.

Ability to identify problems, make decisions, and initiate corrective action in a fast-paced, multi-tasking environment, with frequent interruptions.

Good knowledge of computers and electronic data processing, including Microsoft Office software, such as Word, Excel, and Outlook.

Skills in communication and interpersonal relations to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing.

A full job description is available in Human Resources upon request.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER