



CLERK & COMPTROLLER, PALM BEACH COUNTY
CLASS DESCRIPTION

SHARON R. BOCK

Clerk & Comptroller
Palm Beach County

CLASSIFICATION TITLE: ASSISTANT MANAGER- HUMAN RESOURCES

GENERAL DESCRIPTION OF DUTIES

Under general supervision, this position is responsible for leading the daily operations of the Benefits Specialist, HR Generalist, and HCMS Specialist, Senior. This position performs supervisory work in assisting department leadership in planning, organizing, and administering the functions of benefits for the Clerk & Comptroller. An employee in this classification is responsible for supervising and coordinating employee benefits and HRIS functions, to include maintenance of plans and systems initiated and/or adopted by the agency. Work is managerial, with routine administrative details delegated to department support staff.

SPECIFIC DUTIES AND RESPONSIBILITIES

EXAMPLES OF ESSENTIAL FUNCTIONS

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

Manages the activities of assigned staff; addresses employee concerns and issues; directs work activities, provides counseling, and completes employee performance appraisals

Coordinates work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex problem solving, and guides staff through technical and functional expertise

Administers and maintains employee benefit plans and agency reimbursement programs; manages annual Open Enrollment process; ensures processing of manual changes in coverage (e.g., birth, marriage, etc.); compiles, reconciles and/or reviews monthly billing; remits insurance premium payments for approval; oversees automated benefit vendor interfaces

Administers discretionary leave programs; discusses questions/issues with employees and department managers; assists employees with submission of required paperwork; reviews and processes leave requests and related documentation; verifies eligibility status; prepares and maintains reports

Oversees FMLA leave program; assists Benefits Specialist with questions and issues

Coordinates compliance with the American Disabilities Act (ADA) requirements and investigates ADA complaints

Oversees worker's compensation and disability issues; provides information and responds to inquiries from employees and management regarding workplace injuries and disability; tracks worker's compensation claims; reviews status of critical and long-term cases with appropriate risk management personnel for future management action or consideration; responsible for maintenance of audit trail of worker's compensation documentation and reports

ASSISTANT MANAGER- HUMAN RESOURCES

Oversees fitness for duty process

Confers with insurance broker on vendor contracts, annual renewals, and service issues, bids/proposals, claims activity and trends, plan evaluation and changes, and benefit analyses and research; coordinates and participates in meetings with insurance broker and senior leadership

Provides management with information and recommendations relating to benefits programs, opportunities within HRIS, policies, and practices

Conducts ongoing communication with employees regarding benefits

Coordinates administration of COBRA requirements through third party administrator (TPA); ensures TPA sends COBRA notices for all qualifying events; verifies COBRA enrollment forms processed and HIPAA notices sent

Administers employee retirement benefits; maintains Florida Retirement System information; processes retirement applications; counsels employees and provides information regarding retirement benefit options, benefit calculations, insurance coverage, procedures, forms, timeframes and related issues; assists with problem resolution of retirement issues

Coordinates regular Benefits Committee meetings

Acts as co-chair of Retirement Planning Committee

Acts as the agency's Privacy Officer and Security Officer

Ensures agency compliance with applicable laws, rules, regulations, standards, policies and procedures pertaining to benefits and compensation administration; initiates any actions necessary to ensure adherence to said standards; identifies legal requirements and governmental reporting regulations under HIPAA, FMLA, COBRA, ACA, ADA, and other relevant statutes; handles audits/reviews by regulatory agencies regarding benefits or compensation

Develops and administers operation budget(s) for functions under charge; monitors and approves expenditures; ensures adherence to established budgetary and procurement parameters

Acts as liaison between employees and benefit vendors, insurance claims representatives, or managed care personnel to resolve problems; monitors service agreements with health insurance providers; plans and coordinates meetings pertaining to deferred compensation

Prepares, receives, reviews, and/or approves various forms, reports, correspondence, claims, medical reports, accident/injury reports, surveys, personnel action forms, insurance policies/summary plan descriptions, contracts, policies, procedures, laws, regulations, legal updates, journals, publications, manuals, handbooks, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate

Oversees planning, promoting, and administration of special programs to include health management and wellness

Oversees maintenance of data in Human Resources Information System (HRIS); provides technical assistance to staff in use of HRIS; oversees bundle, patch, and integration testing involving new releases of HRIS modules; monitors access within the department

Oversees receipt of Personnel Action Notice (PAN) forms and entry of personnel actions into HRIS; oversees distribution of System Notifications

ASSISTANT MANAGER- HUMAN RESOURCES

Maintains a comprehensive, current knowledge of applicable laws/regulations, legislative trends, and regulatory developments; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate

Maintains established organizational/departmental productivity standards

Monitors all organizational/department-related performance and productivity standards for compliance

Safely and successfully performs essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards

Maintains reasonably regular, punctual attendance consistent with the ADA, FMLA, other federal, state and local standards and the organization's attendance policies and procedures

Comes to work and works the regular schedule and shift for the position

Complies with all personnel policies and procedures

MARGINAL FUNCTIONS

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Provides customer service using multilingual skills as the need arises, if applicable

Performs related duties as directed

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Human Resources, Business Administration or related field, supplemented by five (5) years of recent and relevant experience; or an equivalent combination of education, training and experience. At least one (1) year of supervisory experience and experience working with a Human Resources Information System is preferred. SPHR/PHR Certification or a Master's degree in a related discipline required.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Tasks require the ability to perceive and differentiate visual cues or signals. Tasks require the ability to communicate orally and in writing.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

ASSISTANT MANAGER- HUMAN RESOURCES

The Clerk & Comptroller, Palm Beach County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Clerk & Comptroller, Palm Beach County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I can perform this job with or without a reasonable accommodation. Yes No

I would like to request a reasonable accommodation. Yes No

**If yes, you will be contacted by the Benefits Administrator to begin the interactive dialogue process.*

All job descriptions are subject to revision and amendment. I have received a copy of this job description and am fully aware of the expectations of the job.

Employee Signature

Date

Printed Name

Department