



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 162-19**

**OPENING DATE: 08/30/2019**

**CLOSING DATE: Open Until Filled**

**POSITION:** HR Benefit Specialist  
**PAY GRADE:** E7 (\$21.92/hr - \$31.78/hr)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Human Resources  
**REPORTS TO:** HR Director  
**BACKGROUND LEVEL:** Child Care

**POSTED: IN/OUT**

**JOB PURPOSE:** Provides special guidance and assistance to employees on various employee benefit plans. Develops, recommends, and installs plans and employee benefit policies and supervises the administration of existing plans. Develops cost control procedures to assure maximum coverage at the least possible cost to company and employee.

**JOB DUTIES:**

- Surveys industry and community to determine Pueblo of Isleta's competitive position with employee benefits.
- Verifies leave requests; provides appropriate information to employees regarding the various leaves available to them; receives and processes leave request.
- Performs periodic audits of account reconciliations including completed paperwork, data entry accuracy, retirement plans, actions and distributions.
- Prepares and ensures distribution of annual benefit statements and various reports for employees including administrative and regulatory requirements.
- Collects, enters and analysis data on benefit costs, claims, and participation in benefit plans and insurance; assists with comparison of benefits of alternate insurance providers.
- Coordinates with multiple benefit carriers, vendors, consultants and representatives to ensure continuity of service, development and administration of benefit plans.
- Works with human resources staff members, insurance companies and payroll to resolve problems of incorrect billing, cancellation, change of coverage and other operational problems.
- Organizes payment of benefit invoices and billings through use of purchase orders and audit procedures.

- Coordinates all facets of Leaves of Absences, including but not limited to FMLA leave, Workers' Compensation Leave, and Short/Long Term Disability Leave.
- Files timely claims and coordinates with appropriate insurance vendors; acts as a liaison between POI, broker and insurance carriers.
- Monitors establishment and maintenance of databases; ensures accuracy and timely updating of records.
- Ensures various audits and reports are conducted and distributed.
- Develops and oversees use of data collection tools, audits, and data entry of forms to ensure accuracy.
- Participates in planning and coordinates the implementation of periodic benefits open enrollment programs, including the development of content materials.
- Works with benefits carriers and management to design and develop benefit implementation strategies and plans; assists in the evaluation of requests for proposals involving benefits.
- Plans and coordinates special projects, events and meetings.
- Monitors the maintenance of record keeping, filing systems and supplies.
- Assists in developing training sessions, brochures, fact sheets, web pages and other materials to publicize and explain benefit programs.
- Administers the Benefits Orientation Program including updates and assignment of presenters.
- Recommends policy and document practices in the administration of benefit plans and programs.
- Researches information, compiles statistics, computes figures, and generates reports.
- Ensures compliance with various applicable federal, state and tribal regulations.
- Enhances professional growth and development through participation in educational programs, reading current literature, attending in-services, meetings and workshops.
- Other duties as assigned.

**SUPERVISION RESPONSIBILITIES: N/A**

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

**PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.**

- Bachelor's Degree in Human Resources or related field, preferred.
- Certified Employment Benefits Specialist (CEBS), Senior Professional Human Resources (SPHR), Professional Human Resources (PHR) Certification, or Tribal Human Resources Professional (THRP) preferred.
- Three years of progressive work experience in Human Resources.
- Tiwa speaking preferred.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of traditional forms of government and Pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Isleta.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements.

- Knowledge of principles, practices and trends in recruitment and employment; compensation and benefits; record-keeping systems; and performance development and evaluation systems.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to communicate effectively in the English language, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to exercise independent judgment.
- Ability to maintain confidentiality.
- Ability to work independently and meet strict time lines.
- Ability to be persuasive and tactful in controversial situations.

**PHYSICAL DEMANDS:**

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

**WORK ENVIRONMENT**

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

**PREFERENCE:**

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.