



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 064-25

OPENING DATE: 05/20/2025

CLOSING DATE: Open Until Filled

**POSTED: IN/OUT
(Emergency Hire)**

POSITION: Human Resources Benefits Coordinator
PAY GRADE: E6 (\$28.94hr. - \$40.51/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Human Resources
REPORTS TO: Director, Human Resources
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Responsible for the day-to-day administration of the Pueblo's employee benefit plans. The position develops, recommends, and implements benefit plans and policies. The position will provide guidance and assistance to employees and take ownership of benefit enrollment and vendor management.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Develops and maintains procedural guidelines and standard operating procedures to ensure benefit plans are administered according to requirements and regulations.
- Responds to inquiries and assists employees with enrollment procedures and requirements.
- Coordinates with multiple benefit carriers, vendors, consultants and representatives to ensure continuity of service, development and administration of benefit plans.
- Processes benefit enrollments, terminations and changes in various formats and mediums to assure accuracy of data and records.
- Plans and conducts activities related to periodic benefit open enrollment programs, including the development of content materials.
- Provides training and related communications regarding all benefit plans/programs to publicize and ensure accurate and consistent information is provided.

- 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 absence management programs, 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.
- Collects, enters and analyzes data on benefit costs, claims, and participation in benefit plans.
- 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.
- Prepares and ensures distribution of various reports for employees including administrative and regulatory requirements.
- Researches industry standards and participates in surveys to determine Pueblo of Isleta's competitive position with employee benefits.
- Recommends policy and document practices in the administration of benefit plans and programs.
- Plans and coordinates special projects, events and meetings.
- Monitors establishment and maintenance of databases; ensures accuracy and timely updating of records.
- Other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Associate's Degree in Human Resources, Business Administration or related field.
- Three to five years of progressive work experience in Human Resources
- Professional Human Resources (PHR) or Tribal Human Resources Professional, preferred. Three to five years of progressive work experience in Human Resources
- Must pass background check for position.
- 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 employee benefit plans and administration.
- 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 verbally and in writing.
- Ability to work independently, multi-task and manage competing priorities effectively and efficiently.
- Ability to problem solve and identify solutions.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to handle with discretion access to confidential information and materials.
- Ability to maintain confidentiality.
- 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 and Native American Indian preference shall apply to all positions at Pueblo of Isleta.