| Date | Position # | Position Title  | Reports To: |
| --- | --- | --- | --- |
| 5/3/2024 | FA9509 | HR Manager - Benefits | FA9812 |

|  | For HR Use Only |
| --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Business Operations | Human Resources | Admin II | 11-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:**[x]  | **Bargaining Unit:** Choose an item. | **Non-Bargaining:** [x]  | **Provisional/Grant Funded:** [ ]  | **Temporary/Limited Duration:** [ ]  |
| --- | --- | --- | --- | --- |

| **Individual Position:** [x]  | **Full-Time (40 hrs/wk):** [x]  | **Part-Time:** [ ] \_\_\_\_ Hrs/Week | **Pooled Position:** [ ]  | Type here **# of Employees if this position is pooled.** |
| --- | --- | --- | --- | --- |

| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| The Human Resources Department at Lansing Community College models leadership that promotes a caring, committed connection to all areas of the college and demonstrates a commitment to the diversity, inclusion, and access of all individuals. HR staff must work effectively in a team-based environment, seeking continuous improvement and adherence to the community college philosophy. As a key part of this team, the HR Manager - Benefits administers the implementation of employee benefits, leaves and accommodations and provides leadership to ensure an accessible and inclusive working environment, as well as coordinates the leave of absence process for employees. The Manager works collaboratively with staff in Human Resources, Office of Diversity, the Office of Compliance, and other departments in guiding the College in providing exemplary benefits and responding to requests for accommodation and leaves of absence from employees and facilitating the process for all pertinent stakeholders. This position also provides leadership and research in benefit options that support an evolving total compensation package for LCC employees.  |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
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| FS9579 |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.  |
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| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 20 | 1 | Provide leadership with regards to benefits offerings at the College, coordinating with Labor Relations and engaging in Healthcare Taskforce Bargaining. Responsible for researching & providing recommendations with regards to vendors and offerings under the Healthcare Taskforce benefit offerings. Responsible for researching & providing recommendations to make decisions on creating an ancillary benefits package with Senior Leadership that supports employee health & well-being. Educate the college community on employee wellness opportunities and benefits. Supervise the Benefits Team, providing direction and leadership on the implementation of benefits for LCC employees. Provide timely completion of performance reviews.  |
| 15 | 2 | Responsible for all processes related to HR Employee Benefits, including analyzing current processes to propose process improvements and resolve common and complex system errors that are received through direct contact with employees, benefit vendors or administrators, divisions or departments, help desk tickets, reporting, and regulation changes. Manage employee benefits orientation and benefits enrollment planning, activities, follow up and system processing.  |
| 20 | 3 | Provide administrative leadership and serve as the College resource on The Americans with Disabilities Act (ADA) Accommodations for employees; coordinate College policies, procedures, and initiatives relating to persons with disabilities and monitoring college progress on compliance with applicable laws, such as the ADA, PWFA, Title VII and other applicable laws; create and manage programs relating to these laws. |
| 15 | 4 | Manage and coordinate leave of absence (LOA) requests for employees (including FMLA - Family Medical Leave Act) and accommodations process by providing responses to employee requests; ensure that the College is in compliance with applicable laws, guidelines, and policies; connect employees requesting accommodations with supervisors, Risk Management and Legal, and other appropriate staff to ensure accommodations are provided; provide guidance on LOA or accommodations process and gather necessary documentation; responsible for managing public and internal facing materials on processes such as webpage content, dynamic forms, etc. |
| 10 | 5 | Provide consultation and serve as the subject matter expert to college leaders on issues of disability, accommodations, and accessibility. Serve on College-wide committees such as Accessibility Committee for Quality Assurance (ACQA). Work with the Purchasing Department to coordinate contracts for services or products to meet college-wide accessibility needs. Work collaboratively with departments that request assistance in obtaining sign language interpreters for College events. |
| 10 | 6 | In collaboration with the HR Director of Total Compensation & Employment, responsible for retirement benefit administration. This includes serving as the College resource on retirement options, providing expert knowledge and guidance to employees on all aspects of their retirement application and election options, and facilitating retirement orientations. |
| 5 | 7 | In collaboration with the HR Director of Total Compensation & Employment, coordinate Worker’s Compensation audits and renewal process.  |
| 5 | 8 |  Other duties as assigned.  |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.  |
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| * Knowledge of benefits, including matching up the needs of employees with the offerings provided.
* The ability to exhibit acceptance of others; recognize the value of cultural, ethnic, gender, and other differences; understand the differences in and responds appropriately to others in the workplace; demonstrate trust in, sensitivity to, and mutual respect of others; recognize and manage personal biases**.**
* Exceptional understanding of federal American’s with Disabilities Act as Amended, the Vocational Rehabilitation Act of 1973 (Section 504), Family Medical Leave Act
* Demonstrated ability to effectively establish goals, and implement strategies to meet objectives.
* Use critical thinking skills to analyze a situation and respond appropriately.
* Accurate follow through to bring effective closure in a timely manner.
* Ability to understand and manage complex processes and procedures in order to establish and implement plans and strategies.
* Broad knowledge of community college philosophy, post-secondary preparation, and accessibility services.
* Ability to work with a wide variety of customers and willingness to provide support and advocate for accessibility and inclusion in any way possible.
* Demonstrated competencies in leadership, customer service, problem solving, strategic planning, teamwork, policy/procedure development, project coordination, and employee engagement.
* Exceptional ability to successfully educate and present college information at public speaking engagements to a wide variety of audiences to influence college decision making choices.
* Ability to successfully cultivate relationships with internal and external stakeholders.
* Excellent professional interpersonal, verbal, and written communication skills.
* Ability to maintain confidentiality and use good judgment on disclosure of confidential or sensitive issues.
* Ability to supervise a team and work effectively in a team environment.
* Ability to work effectively with a diverse population of faculty and staff.
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| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.  |
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| **Required*** Bachelor’s degree with significant work experience coordinating or administering benefits or an equivalent combination of education and relevant work experience.
* Demonstrated work experience in ADA accommodations, leaves of absence or similar
* Demonstrated supervisory or leadership experience
* Demonstrated experience facilitating or coordinating a process

**Preferred*** Bachelor’s or Master’s degree in rehabilitation counseling, counseling, human services, social work, human resources, student affairs, or related field
* Significant experience coordinating or administering benefits, ADA accommodations or leaves of absence in a higher education setting.
* Demonstrated experience in education or public sector setting.
* Demonstrated experience in a unionized environment.
* Knowledge or experience with various cultures of disability.
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| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
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| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  |
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| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Stephanie Dodge **Supervisor’s Signature:** \_\_Stephanie Dodge\_\_\_\_\_\_ **Date:**\_\_5/3/2024\_\_\_

**Dean/ELT’s Name:** Chelsea Ditz **Dean/ELT’s Signature:** \_\_\_\_\_ **Date:** \_5/3/2024\_\_\_\_

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_5/3/2024\_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** FA9593 **Date:** **4/17/2024 Supervisor’s Position #:** FA9812

## **Materials Used:**

[x]  Computer keyboard, mouse, screen

[x]  Various software

[x]  Telephone, cell phone, mobile device

[x]  Paper and pencil/pen

[ ]  Projector or other audiovisual equipment

[x]  Copier, scanner, fax

[ ]  Carpentry equipment

[ ]  Electrical equipment

[ ]  Plumbing equipment

[ ]  Other: Click or tap here to enter text.

## **Mental Functions:**

[x]  Comparing (compare/contrast data, people, other data)

[x]  Synthesizing (combine data, concepts, interpretations)

[x]  Computing (math calculations or carrying out formula operations)

[x]  Compiling (gathering, classifying, evaluating data, people, other data)

[x]  Copying (entering, posting, transcribing data)

[x]  Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

[x]  Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

[x]  Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

[x]  Near acuity (at 20 inches or less when accuracy is essential)

[ ]  Far acuity (more than 20 inches when day and night/dark conditions are essential)

[ ]  Depth perception (3 dimensional vision, judge distances, space)

[ ]  Color vision (distinguish colors)

[ ]  Field of vision (up/down and right/left)

[ ]  Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

[ ]  Climbing

[x]  Kneeling

[ ]  Reaching

[ ]  Balancing

[ ]  Crouching

[x]  Grasping

[x]  Stooping

[ ]  Crawling

[x]  Picking/Typing/Keyboarding

[x]  Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

[ ]  Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

[ ]  Medium (exert 21-50 lbs of force, walk/stand frequently)

[ ]  Heavy (exert 51-100 lbs of force, walk/stand routinely)

[ ]  Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

[ ]  Weather (rain, snow, wind)

[ ]  Extreme cold (inside, outside)

[ ]  Extreme heat (inside, outside)

[ ]  Confined/restricted spaces

[ ]  Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

[ ]  Vibrations

[ ]  Extreme noises