| Date | Position # | Position Title | Reports To: |
| --- | --- | --- | --- |
| 5/3/2024 | FS9579 | HR Support - Benefits | FA9593 |

|  | | For HR Use Only | | |
| --- | --- | --- | --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Business Operations | Human Resources | Full-Time Professional Support 5 | 43-0000 | 5 - Other Full Time |

# Status: Please select the appropriate boxes that apply.

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

| **Individual Position:** | **Full-Time (40 hrs/wk):** | **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, this position provides support to the HR Manager - Benefits in the administration of all College sponsored employee benefit plans, leaves and accommodations process. This position coordinates employee data entry in the College’s benefits system and HR Information System (Banner) through compiling, analyzing, and accessing data. The incumbent in this position serves as a resource on employee benefits. This position will assist in conducting audits and ensuring compliance with plan descriptions, legal requirements, and College policy. |

| **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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| Type here |

| **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. |
| --- |

| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 25 | 1 | Responsible for accurate and timely entry of employee benefits enrollments, changes, and cancellations in College’s benefits system. This includes independently analyzing and auditing documentation prior to entry to ensure complete and consistent data entry can be completed; managing the collection of accurate supporting documentation to comply with consistent deadlines and timelines for the benefits process; research and problem-solve any discrepancies in benefits information and make necessary decisions to ensure accuracy in information. Responsible for back end configuration of College’s benefits system to ensure a seamless enrollment process for enrollees; assist with configuration management and auditing of vendor data file feeds. |
| 15 | 2 | Support the benefits process through creating and analyzing reports; complete and ensure accuracy of audit reports within the College’s benefits system. Process and ensure proper collection of insurance premium payments through HRIS system and invoicing process. Coordinate with the HR Manager - Benefits on the creation and processing of Form 1095-C for eligible employees. Process employee requests for LCC Tuition Waiver Benefit and serve as a college resource for employees on the Tuition Waiver process. Analyze, verify and review all data to proactively resolve problems and employee questions through research, communication, collaboration and problem solving. |
| 15 | 3 | Under the direction of the HR Manager - Benefits, review and update resources and materials for employee benefits plans; Ensures the LCC HR website is maintained with updated plan materials and benefits content; Assist with writing content regarding benefits information for The Star e-newsletter benefits column and other benefits communications; support educating the college community on employee wellness opportunities and benefits. |
| 5 | 4 | Assists with employee leaves of absence (including FMLA monitoring and worker’s comp absences) and responses to requests under ADA and ergonomic assessments. |
| 10 | 5 | In collaboration with the HR Manager - Benefits, maintain and recommend modifications to processes related to HR Employee Benefits; Use critical thinking to analyze and propose process improvements, and resolve common system errors that are received through direct contact with employees, benefit vendors or administrators, division or departments, help desk tickets, reporting, and regulation changes. |
| 15 | 6 | Provide support for employee benefits orientation and benefits open enrollment planning, activities, follow up and system processing. Coordinate with vendors on presentations, benefits research, and employee enrollment. |
| 10 | 7 | Serves as resource and liaison to the Payroll Department in producing an accurate payroll cycle, including assistance with troubleshooting any errors that occur during the process and classifying positions with MSPERS Employment Classification Code; Serves as point person for the HR staff in making sure employee benefit issues are verified before Payroll processing is finalized; Runs audit reports and verifies Payroll processing through appropriate follow-up on any questionable items. Under the direction of the HR Manager - Benefits, complete mass uploads for benefits. |
| 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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| * Critical thinking skills in order to analyze problems and quickly come up with effective solutions. * Ability to work with employees on sensitive and confidential employee benefit and employee disability issues. * Ability to communicate with all constituents in an effective manner to resolve benefits, systems, or other human resource related. * Ability to communicate with staff, faculty, and division/department staff to analyze and resolve problems with employee records. * Ability to analyze current procedures and recommend effective time-saving changes and improvements to HR processes. * Ability to independently perform a variety of duties and balance multiple priorities on a continuing basis. * Ability to develop and provide guidance and training to staff on issues. * Ability to research and maintain competence in the area of employee benefit issues. * Ability to work with a diverse community |

| **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. |
| --- |
| **Required**  • Associate’s Degree or equivalent combination of education and related work experience.  • Demonstrated work experience in complex data entry  • Demonstrated customer service skills with internal and external customers  • Experience working in a collaborative and team based office environment  • Demonstrated work experience using Microsoft Excel for reporting, pivot tables or similar  **Preferred**  • Human Resources and/or Payroll experience working with employee benefits, accommodations, and/or leaves of absence  • Demonstrated experience in an education or public sector setting  • Demonstrated experience in a unionized environment  • Experience working in a large and complex organizational structure  • Minimum of 3 years customer service experience  • Minimum of 1 year experience working in employee benefit’s administration |

| **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. |
| --- |
| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:**  **Supervisor’s Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_

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

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_\_**Sydney Glasscoe**\_\_\_\_\_\_\_\_\_\_\_\_ **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 #:** FS9579 **Date:** **5/3/2024 Supervisor’s Position #:** FS9593

## **Materials Used:**

Computer keyboard, mouse, screen

Various software

Telephone, cell phone, mobile device

Paper and pencil/pen

Projector or other audiovisual equipment

Copier, scanner, fax

Carpentry equipment

Electrical equipment

Plumbing equipment

Other: Click or tap here to enter text.

## **Mental Functions:**

Comparing (compare/contrast data, people, other data)

Synthesizing (combine data, concepts, interpretations)

Computing (math calculations or carrying out formula operations)

Compiling (gathering, classifying, evaluating data, people, other data)

Copying (entering, posting, transcribing data)

Analyzing (examining, testing data, presenting alternatives)

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

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

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

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

Kneeling

Reaching

Balancing

Crouching

Grasping

Stooping

Crawling

Picking/Typing/Keyboarding

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