JOB POSTING

Job Title: Health Benefits Administrator
Department: Human Resources
Location: Revere City Hall, 281 Broadway, Revere
Hours: Monday-Thursday: 8:15 a.m-5:00 p.m.; Friday: 8:15 a.m.-12:15 p.m.
Salary: $56,784 - $60,840, including benefits.

THE CITY OF REVERE:
The City of Revere is a thriving, fast growing, and vibrant City, which envisions and fosters a more welcoming, nurturing, and inclusive government that invests in its staff success and development. Representation through our workforce encompasses diversity in culture, beliefs, experiences, abilities, gender, sexual orientation, age, socio-economic conditions, veterans’ statuses and much more. Due to its distinctiveness, the City of Revere is a wonderful place to work, with great benefits, salaries, incentives, and most importantly, the opportunity to serve its residents and grow professionally in the fascinating world of public service.

DESCRIPTION:
The Human Resources Department is looking to hire an enthusiastic, energetic, and willing to learn candidate to take on the role of Benefits Administrator for the City of Revere’s Human Resources Department. Under the supervision of the Director of Human Resources, this position is responsible for performing tasks related to the function of the Human Resource Department, such as, but not limited to: responsible for legal compliance, benefits administration, project management, hiring and onboarding processes, etc. The person in this position will also take a leadership role in the implementation and administration of new platforms to better assist beneficiaries.

ESSENTIAL FUNCTIONS:
The essential functions or duties listed below are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logically assigned to the position.

• Responsible for onboarding and offboarding process for new, current and former City Employees.
• Process health and dental enrollments, terminations, and changes as well as related deductions.
• Assists with the City’s efforts to maintain compliance with all federal, state, and local laws and regulations
• Prepares, collects, and processes COBRA and FMLA notifications and enrollments.
• Manages all leave programs including but not limited to military leave, FMLA, workers compensation and personal leaves of absence.
• Populate and maintain the human resources module within the MUNIS system for employee record keeping.
• Implement programs to automate time and attendance record keeping.
• Assists with the planning and administration of annual open enrollments.
• Supports ongoing projects within the Human Resource office.
• Performs other related duties as assigned.
• Cultivate and maintain relationships with vendors and representatives for different insurance providers.
• Collects data and creates reports to ensure OSHA compliance.
• Research available Grants, maintain annual application for Safety Grant with the Department of Labor
• Clearinghouse reporting for CDL licenses, both new employee and annual query.
• Must be personable and able to work well with others as the HR Generalist will be responsible for the onboarding and orientation of all new hires.

QUALIFICATIONS:
• Revere residency required. Waiver required for non-Revere residents.
• Bachelor’s Degree in business administration, human resources, or a related field preferred, which could be substituted with 1-3 years of experience in the HR industry.
• 1 – 3 years of related experience. Previous experience within a municipality is preferred.

KNOWLEDGE, ABILITY, AND SKILLS:

Knowledge:
• Knowledge of benefit administration principles, practices and methodologies
• Knowledge of COBRA, FMLA, Medicare and other federal and state employment laws
• Knowledge of MUNIS software preferred

Abilities:
• Ability to establish and maintain effective working relationships
• Ability to communicate effectively and efficiently verbally and in writing
• Ability to maintain strict confidentiality
• Ability to creatively solve problems

Skill:
• Working knowledge of Microsoft office and other related computer software with a high level of proficiency in Microsoft Excel and PowerPoint.
• Highly detail oriented

WORK ENVIRONMENT
Work is primarily performed in an office environment. The work involves sitting, standing, walking and stooping. The employee may be required to lift objects such as files, boxes of papers, office supplies, and office equipment weighing up to 30 pounds.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time as needed.

The City of Revere is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or protected veteran status, or any other legally protected basis, in accordance with applicable law.

The applications must be submitted via the City’s [Online Application Portal](#). Please submit a resume, cover letter and salary requirements with your application. If you have any questions, feel free to contact us at: [jobs@revere.org](mailto:jobs@revere.org).