

**Job Description\***

**Job Title** benefits manager

**Department** Human Resources

**Reports To** Director of Human Resources

**FLSA Status** Exempt

**JOB SUMMARY**

Responsible for all benefit analysis, acquisition’s and functions of The Point Casino and Hotel for the Noo-Kayet Development Corporation and its subsidiaries. Understands and applies benefit laws such as Retirement Fiduciary, COBRA, HIPAA and other related benefit regulations/laws. Demonstrates proficiency in systems, demonstrations, presentations, and verbal and written communications. Manages all third party benefit billings; requiring monthly review/reconciliation and frequent audits. The Benefits Manager is responsible for administration of benefits and will lead the company’s wellness campaign.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. In relationship to job duties and job responsibilities; ensures compliance with the Port Gamble S’Klallam Tribe of Indians- State of Washington Gaming Compact, Internal Controls, NIGC Regulations and The Point Casino and Hotel Policies and Procedures.
2. Analyze benefit programs annually, performs bid process and submits recommendations of change. Identify benefit options by program research and/or obtaining advice from consultants.
3. Recommend benefit programs to management by studying employee requirements, trends and development in benefits offered by other organizations. Research and evaluate market trends to ensure competitiveness of benefits package.
4. Support management’s decision-making process by analyzing benefit options and predicting future costs.
5. Serve as liaison between third party benefit providers and the company (COBRA administrator, flexible spending administrator, Safe Harbor Administrator and other applicable entities).
6. Understand and apply benefit law such as Retirement Fiduciary, COBRA, HIPAA, OSHA and other related benefit regulations/laws.
7. Maintain, process reports, and reconcile billings utilizing benefit software program/ troubleshoot program issues and recommend course of action and/or program enhancement.
8. Manage all third party benefit billing; requiring monthly review/reconciliation and frequent audits.
9. Create and process various benefit reports on a frequent basis; identify missing employee deductions and take appropriate action. Assign and administer employee refunds/collection of premiums, as appropriate.
10. Collaborate with other departments, i.e. Finance/Payroll, to ensure benefit billing and payroll deduction accuracy.
11. Oversee and identify claim issues/trends by working with employee(s) and insurance companies to resolve applicable issues; report all findings to management.
12. Ensure updates of benefit files, file labels, insurance systems and applicable third parties occur.
13. Oversee set up/revising of benefits plans in the benefits software program and annual benefits open enrollment.
14. Prepare, mails, and files various state and federal forms.
15. Attend benefit training and educational events.
16. Maintain strict confidentiality of departmental issues and documentation.
17. Keep apprised of developments in the Human Resources field and keep management informed of applicable changes in employment laws and trends.
18. Make recommendations regarding internal investigations, benefit counseling and documentation, ADA accommodations, FMLA requests, employee benefits and COBRA, recognition.
19. Monitor legal compliance regarding; Human Resources Information System record keeping, personnel files, required posters, workers’ compensation, EEO, state unemployment benefits, DSHS orders, OSHA, employee safety, and such matters.
20. Other duties as assigned.

**QUALIFICATION REQUIREMENTS**

1. B.S. Degree in related field and a minimum of five years Human Resources or payroll experience.
2. Knowledge of national health care policies, HIPAA, FMLA, ERISA and associated reporting requirements.
3. Knowledge of compensation and benefits packages, policies and legislations.
4. Experience with HR and benefits software.
5. Proficiency with Microsoft Word, PowerPoint, and Excel.
6. Strong communication, interpersonal, and management skills.
7. Excellent conflict resolution skills.
8. Class III Gaming License issued from the Port Gamble S’Klallam Gaming Commission required.
9. Valid Washington State driver’s license.

**PHYSICAL REQUIREMENTS**

1. Frequently exerts up to twenty five pounds of force and/or a negligible amount of force to lift, carry, push, pull, or otherwise move objects, including the human body.
2. Involves heavy lifting, exerting up to 25 pounds of force.
3. Frequently involves standing for sustained periods of time.
4. Occasionally requires crouching.
5. Often requires walking or moving about to accomplish tasks.
6. Constantly requires working with fingers rather than with the whole hand or arm.
7. Constantly requires the ability to receive detailed information through oral communication, and to make fine discrimination in sound.
8. Constantly requires verbal expression or exchange of ideas or important instructions accurately, loudly, or quickly.
9. Occasionally requires stooping which entails the use of the lower extremities and back muscles.
10. Occasionally requires reaching by extending the hand(s) and arm(s) in any direction.
11. Occasionally requires raising objects from a lower to a higher position or moving objects horizontally.
12. Constantly requires repetitive movement of the wrists, hands, and/or fingers.
13. Requires clear vision at 20 inches or less, the ability to identify and distinguish color and to adjust focus.

**TYPICAL ENVIRONMENTAL CONDITIONS**

The worker is frequently subject to inside environmental conditions, which provide protection from weather conditions but not necessarily from temperature changes, and is occasionally subject to outside environmental conditions. The inside environment is often loud and stimulating. There is smoking permitted inside the casino facility

**TRAVEL REQUIREMENTS**

May be required for some positions

**ACKNOWLEDGEMENT STATEMENT**

NKDC and its entities are “at will” companies. This means that the employee or the Company may terminate employment at any time and or any reason. Management has the exclusive right to alter this job description at any time without notice. The document is not intended to exclude modifications consistent with providing reasonable accommodation for a disability, not is it intended to be an employment agreement or contract.

By signing below, both employee and supervisor acknowledge that this Job Description will provide the basis for general duties and responsibilities related to the job, and associated evaluations thereof.

Employee Signature Date

Employee Name (Please Print)

Supervisor Signature Date

Supervisor Name (Please Print)

*NKDC and its entities are committed to having a drug and alcohol free work environment.*