

**Job Title:**  
**Benefits Specialist**

**FLSA STATUS: Exempt**

**SUPERVISION RECEIVED FROM: Human Resources Manager**

**DEPARTMENT: Human Resources**

**WORK SCHEDULE: Monday-Friday 8:00am-4:30pm**

**SUPERVISION EXERCISED OVER: N/A**

**SUMMARY:**

This position is responsible managing CATS' employee benefits including the insurance and pension programs. The incumbent works closely with CATS' benefits vendors, CATS' employees and family members, as well as with the Finance Department. The position works with employees and vendors to resolve insurance or pension issues and performs administrative functions related to the programs, including data entry and reporting.

**Qualifications, Skills and Requirements**

- A bachelor's degree in Human Resources Management, Business Administration, Public Administration, or a related field from an accredited college or university. An advanced degree with HR certifications is preferred. A high school diploma and a minimum of 5 years of professional human resources or related experience may substitute.
- A minimum of 3 years of increasingly responsible professional level human resources related experience with an emphasis on benefits administration.
- Experience working in a governmental or public agency setting preferred.
- Understanding of local, state and federal codes, laws, regulations and procedures related to human resources management, employment law and benefits administration.
- Advanced knowledge of word processing, spreadsheets, presentation and database software.

## Essential Functions

1. Administers health, life and supplemental insurance plan programs. Ensures that employees are properly enrolled in plans and processes termination of benefits. Processes all related documents. Assists employees by providing information regarding insurance options. Ensures that proper premiums and deductions are withheld from employee paychecks.
2. Manages annual open enrollment period. Ensures proper disbursement of plan summary information and related documents and is responsible for processing of enrollment documents. Counsels employees regarding plan changes, options and benefits.
3. Serves as CATS' COBRA manager, ensuring that separating employees receive information on COBRA availability and options in accordance with applicable laws.
4. Reviews insurance billing and researches/resolves any issues related to same. Process billing to Finance Department.
5. Serves as CATS' liaison with benefits and pension vendors, working closely with same to address issues, communicate plan information to employees, etc.
6. Responsible for managing the employee pension program on the Company's side. Ensures that employees are properly enrolled, and that deductions are correctly withheld. Coordinates refunds with Finance Department. Answers employee questions related to retirement eligibility, benefits and procedures. Processes retirement forms to pension program provider.
7. Ensures that benefit programs are administered in accordance with state and federal law, as well as with plan provisions.
8. Participates in employee orientation program, presenting information on benefit options and assists employees with enrollment process.
9. Provides input and review in the development of policies and procedures related to benefits programs.
10. In conjunction with other HR Staff members participates in the planning and delivery of employee activities, including appreciation events, holiday gatherings, etc.

11. Participates in the processing of employee pay changes and other employee status changes as required, including preparation and entry of documents.
12. Conducts compensation and benefits surveys.
13. Prepares reports related to program area as requested or required.
14. Provides information related to areas of responsibility to CATS' management and prepares data as requested for presentation to management.
15. Attends job related training as needed or required
16. Performs other tasks and assumes other responsibilities as assigned consistent with the goals and objectives of CATS.

## **Competencies**

1. Effective problem solving/analysis skills.
2. Detail oriented and analytical.
3. Effective verbal and written communication skills, including ability to communicate information to staff at various levels within the organization.
4. Ability to work independently, with minimal supervision.
5. Ability to effectively prioritize work.
6. Experience problem solving and mediating
7. Ability to work under pressure and with stringent deadlines.

## **Physical Demands**

The physical demands described here are either minimal, or representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk and hear. The duties assigned to this position generally performed in a professional office environment while in a sitting position at a desk, but requires occasional standing, walking, climbing stairs, reaching, pulling, and bending. The employee may occasionally perform light lifting and routinely utilizes office equipment such as computers, phones, photocopiers and filing cabinets. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

## **Position Type and Expected Hours of Work**

This is a full-time position. Days and hours of work are Monday through Friday, 40 hours per week. Occasional evening and weekend work will be required as job duties demand. This is a salaried position.

## **Travel**

There may be some required traveling for training and conferences, for short periods.

## **TECHNOLOGY:**

- Ability to operate standard office equipment.
- Demonstrates computer and other technology skills necessary for effective communications and presentations.
- Familiarity with emerging technological hardware, software, trends and tools and their application to procurement services.  
CATS Financial and other Software Systems

## **ESSENTIAL DUTIES:**

1. Assists the Manager in coordinating procurement processes, including reviews for statutory, regulatory and policy compliance, as necessary.
2. Assists the Manager in preparing action items going before CATS Board of Commissioners in regards to solicitations and/or contract awards/modifications.
3. Makes recommendations on policies and procedures as needed to ensure the success and compliance of all procurement related activities.
4. Assists in day to day operations and functions of departmental staff.
5. Reviews Qualifications, Proposals and Bids for compliance.

6. Maintains expertise on requirements of Federal Transit Administration (FTA) Third Party Contracting 4220 and Louisiana Public Bid Laws and other regulations affecting CATS procurements.
7. Uses judgment and communicates with management effectively, both orally and in writing.
8. Assist Manager during state or federal audits or reviews and maintains records and support documents compliant with applicable state and federal laws, regulations and policies.
9. Assists Manager in the development of the Procurement Department annual operating budget.
10. Assists CATS personnel with understanding the procurement process and requisition preparation.
11. Performs other duties associated with other departments, as necessary, and as directed by supervisor.
12. Prepares and evaluates formal bids for Request for Proposals (RFP), Invitations to Bid (ITB) and Requests for Qualifications (RFQ) in accordance with Louisiana Public Bid Laws and Federal Transit Administration (FTA) Third Party Contracting requirements (4220).
13. Establishes bid standards and prepares procurement documents to publicly solicit bids and contracts; evaluates and recommends the selection of contracts.
14. Incorporates best practices and market research into procurement practices to ensure CATS obtains the best possible price.
15. Works with CATS staff and others to ensure that purchased supplies and services meet the needs of staff, including price, delivery, quality and timeliness, and that all proper documentation is included in requests.
16. Meets with vendors to review product offerings and maintains and monitors the qualified vendor list.

17. Develops, initiates and enhances changes in the purchasing process in order to simplify system and workflow and ensure compliance with public sector purchasing rules and regulations.
18. Develops, explores, and pursues new trends and activities within the purchasing profession that will enhance all aspects of the procurement process.
19. Keeps up-to-date on laws, regulations, policies, trends and best practices as they pertain to public sector purchasing.
20. Performs other duties as assigned by Procurement Manager or Executive Staff.

**\*\*Other duties as assigned which are reasonably within the scope of duties enumerated above\*\***

**CATS is an equal opportunity employer. As such, CATS will recruit, hire, train, and promote in all job levels the most qualified persons without regard to race, color, creed, national origin, sex, age or handicap. All employment decisions are based on job-related standards and must comply with the principles of equal employment opportunity.**