

BRUNSWICK ELECTRIC MEMBERSHIP CORPORATION
Supply, North Carolina

Human Resource Specialist

Dept: Human Resources

Reports to: Manager, Human Resources

FLSA Status: Exempt

Effective/Revised Date: 8/15/98/11/1/05

Organizational Relationships

Manager, Human Resources

Human Resource Specialist

Performance Factor Levels:

Customer Focus	2
Teamwork	2
Innovation	2
Communication	2
Initiative	2
Quality Focus	2
Leadership	3

Development/Learning Curve

12 months

Position Purpose

Provides for the understanding and administration of the Cooperative employee benefit programs. Assists with the Administration of other Personnel relations activities of the Cooperative.

Essential Functions:

- A. Coordinate, administers, and communicates group benefit plans and government programs
 1. Develops and utilizes communication skills to provide employees with the necessary information on all of the cooperative's benefits programs.
 2. Provides for the necessary brochures and forms including their execution in the administration of the Cooperative's benefits.
 3. Verifies insurance coverage for employees upon request.
 4. Enrolls employees in the insurance and retirement programs during New Employee Orientation Program as requested by Manager, Human Resources and removes terminated employees from these programs.
 5. Receives and verifies insurance premium invoices and refunds in conjunction with accounts payable. Responsible for the monthly billing of the retiree, directors and COBRA participants medical and dental insurance premiums. Coordinates the employees' insurance deductions on payroll checks with the Accounting Department.
 6. Assists employees (active and retired), Board of Directors and Attorney with claims and problems investigation of insurance benefits when requested.
 7. Files Long Term Disability claims.

Human Resource Specialist

8. Secures payments for life insurance claims and provides assistance to survivors when necessary.
9. Provides pre-retirement information to employees on request.
10. Interprets the Pension Plan, calculates and reports employer contributions and maintains records of employee contributions to the Pension Plan as required.
11. Prepares reports for government agencies as required. Responds to verbal and written verifications of employment. Responds to benefit and salary surveys that are received from various organizations and cooperatives.
12. Assembles and analyzes data concerning problems with the administration of the benefit programs and recommends corrective measures as needed.
13. Monitors developments in legislation and industry practices that effect the benefit programs and advises the Manager-Human Resources of proposed changes.
14. Maintains the personnel files, reviews files at least annually for inactive and obsolete data, and removes data for relocation or discard, according to approved plans and sequences to enable efficient retrieval of documents when needed.
15. Maintains continuing education training records for all employees of the cooperative.
16. Supports the administration of personnel activities, including recruitment, selection and placement of personnel, wage and salary administration, and educational, health, safety, and incentive programs.
17. Establishes and maintains a working relationship with fellow employees, retirees and Board of Directors as well as external relations with insurance companies, trade associations and government agencies.
18. Must have working knowledge of federal and state employment law. Familiarity with COBRA, ERISA, FMLA and HIPAA requirements.
19. May act as loan officer for credit union. Open new accounts, certificates of deposits, etc. for eligible employees, retirees and directors.

Other Duties:

1. Detect problems and report all unusual conditions to supervisor
2. Keep work area clean and orderly
3. Perform other similar or related duties as assigned

Physical Demands:

Limited physical effort required administering human resource programs and group benefit plans

Mental/Visual Requirements:

Concentrated visual attention and manual dexterity required to maintain records and files relating to benefit programs.

Environmental Conditions:

Usual office environment