

Ahtna Netiye'

JOB ANNOUNCEMENT

Requisition # AN – 12-01-07

Posting Effective: 01/23/2012

Application Review Date: Until Filled

Job Title: Benefits Administrator

Location: Anchorage, AK

Reports to: Benefits Supervisor/Manager

FLSA Status: Exempt

To Apply: submit application or resume to ahtnajobs@ahtna.net or fax application to 907-868-8268. Applications can be downloaded at www.ahtnajobs.com Resumes will be accepted, but **MUST** be accompanied with a signed application.

Summary:

The Benefits Administrator position is responsible for directing and administering the day-to-day operations of group benefit programs (group health, dental, vision, short-term and long-term disability, life insurance, travel and accident plan, flexible spending plan, 401(k) plan, etc). Acts as liaison between employee, insurance providers and to resolve benefit related problems and ensure effective utilization of plans and positive employee relations. Provides administrative support to human resources function as needed (e.g. correspondence generation, record keeping, file maintenance, HRIS entry). Ensures plans are administered in accordance with federal and state regulations and plan provisions are followed. Performs other HR generalist duties as assigned

Essential Duties & Responsibilities:

- Work in a high-pressure, fast paced environment to deliver excellent customer service with minimal room for error or mistakes
- Implement approved consolidated employee benefit and retirement plans for the Ahtna family of companies, with a total workforce of approximately 2000+ employees
- Assist with the design of an employee benefits plan for the Ahtna family of companies
- Collect experience data from available resources
- Serve as primary contact for plan vendors and third party administrators. Determine the best plan options by working with the Third Party administrators. Coordinate transfer of data to external contacts for services, premiums and plan administration. Work effectively to make sure the plans run smoothly. Investigate discrepancies and provide information in non-routine situations
- Provide advice, guidance, and assistance to managers/administrators in all benefits areas
- Respond to internal and industry surveys; assist in conducting internal company surveys for best practice of administration and improvement of benefit plans
- Provide individual employee insurance or retirement claim assistance to resolve discrepancies or disputes, to include coordination with vendors and brokers if needed
- Determine proper course of action to resolve escalated customer service issues. Interpret plan procedures and policies. Recommend and advise on benefit enhancements and changes. Refer strategic and global issues to benefits manager. Position requires limited supervision and direction
- Assist with the audit of Ahtna's 401(k) Plan
- Provide 401(k) Advisory Committee Administration. Point of contact for meetings and historical records, all tasks required for this purpose

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- Manage, in coordination with supervisor, the Accounting Department, and Ahtna's auditor, filing the 5500 Forms for Ahtna's Plans
- Develop and oversee implementation of benefits training and education programs
- Evaluate and revise internal processes to reduce costs and increase efficiency
- Attend meetings and occasionally act as a committee liaison for Benefits Department on all matters related to Ahtna benefit programs
- Always observe stringent security and confidentiality procedures for all employee identifiable data and/or personal health information, through electronic or paper mediums
- Ensure proper distribution of assignments and responsibilities
- Oversee maintenance of employee benefit files and updating of employee payroll records
- Oversee enrollments, COBRA, terminations, changes, beneficiaries, disability, accident and death claims, rollovers, QDRO's, QMCSO's, distributions, loans, hardships, compliance testing
- Ensure compliance with applicable government regulations
- Assure timeliness and accuracy of required filings

Senior Benefits Administrator

- Manage the coordination of the benefit plan renewal process in conjunction with supervisor
- Negotiate with vendor or administrator for renewal
- Identify opportunities to improve productivity and control cost for all employee benefits programs, including wellness and health educational programs to promote healthy lifestyles and changes in health care utilization and compliance
- Assist with the accurate administration of Service Contract Act Plan involving coordination with subsidiary HR and accounting staff, coordination with third party administrator, and monitoring timely disbursement of accrued benefits
- Assist with budget creation
- Plan, schedule, and direct work of Benefit Specialists

Minimum Qualifications: These are the minimum qualifications to be considered for this position.

- A minimum of four (4) years of progressively responsible Human Resource or Benefits experience that demonstrate ability to meet core competency requirements. At least one (1) year of direct experience in administering employee benefit, retirement or corporate insurance programs required
- Bachelor's degree in Business, Human Resources, Psychology, Social Services, or related field required
 - Experience may be substituted for the degree requirement on a 1:1 basis (one years of experience for every one year of education required for degree completion). If experience is substituted, a High School Diploma, or equivalent, is required
- Valid Driver's License required
- PHR, SPHR or CEBS professional designations preferred
- Experience and knowledge of Alaska Native cultures preferred

Additional Requirements for Senior Benefits Administrator

- A minimum of six (6) years of progressively responsible Human Resource or Benefits experience that demonstrate ability to meet core competency requirements. At least two (2) years of direct experience in administering employee benefit, retirement or corporate insurance programs required

Core Competencies:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies listed below are representative of the knowledge, skill, and/or ability required. These are in addition to the Core Competencies listed in the Employee Handbook that all employees are expected to demonstrate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Benefits, Insurance and Retirement Programs** - Strong knowledge and understanding of insurance regulations, plan designs and third party record keeping/administration required. Knowledge of benefit contract language. Knowledge of all pertinent federal and state regulations, filing and compliance requirements both adopted and pending affecting employee benefit programs, including ERISA, COBRA, FMLA, ADA, SECTION 125, Workers Compensation, Medicare, OBRA, and Social Security and DOL requirements
- **Dependability** - Assumes accountability and follows through with assigned tasks
- **Ethics** - Understands and respects the high level of confidentiality associated with sensitive employee data
- **Problem Solving** –Ability to understand and apply laws, regulations, and policies, complex rules and procedures; compile numeric data; perform difficult and specialized clerical work requiring a high degree of accuracy, can produce and perform under set methodologies
- **Service Contract Act** – Ability to interpret and implement the benefit provisions of the Service Contract Act
- **Software & Reporting** - The individual has an intermediate to advanced level of expertise with MS Word and Excel and has a working knowledge of the other software tools within the Microsoft Office Suite. Has a strong understanding of the basic principles of research, record keeping and report preparation
- **Teamwork** - Able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed

Core Competencies from Employee Handbook (For All Positions):

- **Adaptability** - Adapts to changes in the work environment; manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays or unexpected events
- **Attendance/Punctuality** - Ensures work responsibilities are covered when absent; arrives at meetings and appointments on time
- **Customer and Personal Service** -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Understands that co-workers are internal customers and delivers excellent service
- **Dependability** - Follows instructions, responds to management direction, takes responsibility for own actions, keeps commitments, commits to long hours of work when necessary to reach goals, completes tasks on time or notifies appropriate person with an alternate plan
- **Ethics** - Treats people with respect; keeps commitments, inspires the trust of others, works with integrity and ethically, upholds organizational values
- **Initiative** - Volunteers readily, undertakes self-development activities, seeks increased responsibilities, takes independent actions and calculated risks, looks for and takes advantage of opportunities, asks for and offers help when needed
- **Innovation** - Displays original thinking and creativity, meets challenges with resourcefulness, generates suggestions for improving work, develops innovative approaches and ideas, presents ideas and information in a manner that gets others' attention
- **Judgment** – The individual displays willingness to make decisions, exhibits sound and accurate judgment, supports and explains reasoning for decisions, includes appropriate people in decision-making process and makes timely decisions. Works well under pressure
- **Oral and Written Communication** – The individual speaks clearly and persuasively in positive and negative situations, listens and gets clarification, responds well to questions, and participates in meetings. Writes clearly and informatively, varies writing style to meet needs, presents numerical data effectively and is able to

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read and interpret written information. Gives full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

- **Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action policies and respects diversity
- **Planning/Organizing** – the individual prioritizes and plans work activities, uses time efficiently and develops realistic action plans, plans for additional resources, sets goals and objectives, organizes or schedules other people and their tasks, develops realistic action plans, has ability to manage multiple priorities and projects simultaneously, has ability to work long hours and weekends to meet a deadline, can work on short-term assignments with tight deadlines while managing multiple tasks and projects
- **Problem Solving** – The individual identifies and resolves problems in a timely manner and gathers, analyzes and interprets both financial and general business information skillfully. The individual understands the implications of new information for both current and future problem-solving and decision-making. Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- **Professionalism** - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments
- **Quality Management** – The individual looks for ways to improve and promote quality, applies feedback to improve performance, monitors own work to ensure quality and demonstrates accuracy and thoroughness
- **Safety and Security** – The individual actively promotes and personally observes safety and security procedures, determines appropriate action beyond guidelines, reports potentially unsafe conditions or behaviors and uses equipment and materials properly
- **Teamwork** - Focuses on solving conflict, maintains confidentiality, keeps emotions under control, tries new things, balances team and individual responsibilities, exhibits objectivity and openness to others' views, gives and welcomes feedback, contributes to building a positive team spirit, and puts success of team above own interests

Pursuant to PL 93-638, as amended, preference will be given to qualified Ahtna Native Corporation Shareholders, Descendants and Spouses, Alaska Natives and American Indians in all phases of employment. Ahtna and its subsidiaries are EEO/AA employers