

# Ahtna Netiye'

## JOB ANNOUNCEMENT

Requisition # AN-12-01-02 – Posting Expires 1/31/2012

**Job Title:** Benefits Supervisor/Manager

**Location:** Anchorage, AK

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**Reports to:** VP of Human Resources

**FLSA Status:** Exempt

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

### **Summary:**

Responsible for administration of employee benefits in all company operations. As needed, provides special guidance and assistance to all locations on various employee benefit plans. Surveys industry and/or community to determine company's competitive position in employee benefits. Develops, recommends, and installs approved, new, or modified plans and employee benefit policies, and supervises administration of existing plans. Develops cost control procedures to assure maximum coverage at the least possible cost to company and employee.

### **Essential Duties & Responsibilities:**

- Prepare and communicate information to employees about benefit programs, procedures, changes including full coordination and administration of open enrollment, employee self-service, and annual total compensation statements
- Serve as link between management and employees by handling questions and helping resolve work-related problems
- Provide advice, guidance, and assistance to management in all benefits areas
- 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
- Evaluates and compares existing company benefits with those of other employers by analyzing other plans, surveys, and other sources of information
- Survey industry trends. Complete benefit surveys and review information obtained from the results. Analyze complex benefit information. Forecast trends and assist with future benefit designs. Develop specific recommendations for review by management
- Design and distribute materials for benefit orientations, open enrollment and summary plan descriptions
- Develop communication tools to enhance understanding of the company's benefits package
- Assist with budget creation
- Direct, manage and supervise the work of the Benefits Administrator and the Benefits Specialists
- Supervise administration of all benefit plans, wellness programs, and related programs
- Ensure that all work is completed in a priority order, and that work meets a high degree of professionalism, quality and craftsmanship
- Audit the accuracy and performance of functions performed by benefits staff
- Provide training and support to benefits staff

- Keep Human Resources Manager and VP of Human Resources informed about new trends, developments, and regulations related to the administration of benefits and compensation
- Maintain excellent relations with Ahtna subsidiary HR and Accounting departments
- Assures company compliance with provisions of Employee Retirement Income Security Act. Supervises preparation of reports and applications required by law to be filed with federal and state agencies, such as Internal Revenue Service, Department of Labor, insurance commissioners, and other regulatory agencies. Reviews and analyzes changes to state and federal laws pertaining to benefits, and reports necessary or suggested changes to management. Coordinates company benefits, with government sponsored programs

### Benefits Manager

- Design and implement an employee benefit and retirement plans for the Ahtna family of companies. Forecast trends and make recommendations on future benefit designs to executive management
- Recommends classes of eligible employees for new or modified plans. Develops census data and solicits insurance companies for quotations. Evaluates quotations and makes recommendations to management. Develops company cost information for new plans and makes recommendations to management concerning sharing of cost between employer and employee
- Create and manage Benefits department budget
- Review both short and long range cost estimates/ projections and relevant statistical analyses regarding modifications in benefit programs and implementation of new programs
- Monitor administrative costs of benefit programs and recommend cost containment strategies including alternative methods for administration and funding. Prepare budgetary recommendations and assist in the monitoring, verifying and reconciling of budgeted funds
- Prepares and executes, with legal consultation, benefit documentation such as original and amended plan texts, benefit agreements and insurance policies. Instructs insurance carriers, trustees, and other administrative agencies outside the company to effect changes in benefit program. Ensures prompt and accurate compliance
- Assists in development of company bargaining proposals for employee benefits and analyzes union benefits demands. Obtains and prepares cost data for company and union proposals and final settlements

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

- A minimum of five (5) years of progressively responsible benefits administration experience that demonstrate ability to meet core competency requirements
  - Master's degree may be substituted for one year of experience
- Bachelor's degree required
  - Experience may be substituted for the degree requirement on a 2:1 basis (two 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
- Experience and knowledge of Alaska Native cultures preferred
- PHR, CEBS or SPHR certification preferred
- Drivers License

### Additional Requirements for Benefits Manager

- A minimum of seven (7) years of progressively responsible benefits administration experience that demonstrate ability to meet core competency requirements
- A minimum of three (3) years of direct supervisory experience

- Three (3) years experience preferred in human resources management, including developing employee handbooks, policy and procedures manuals, standard operating policies, safety plans, EEO, Affirmative Action, VETS reports, and handling grievance claims

### Core Competencies:

- **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

### Corporate Core Competencies:

All employees of Ahtna, Incorporated are expected to display these competencies in addition to the above listed job specific competencies.

- **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 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, Descendents and Spouses, Alaska Natives and American Indians in all phases of employment. Ahtna and its subsidiaries are EEO/AA employers**