

**POSITION:** Human Resource Director

**POSITION SUMMARY:** To monitor, process and maintain accurate and confidential records of all employee benefits, Unemployment, Workers' Compensation, FMLA, COBRA, Pension and union related matters. Meet with new employees to complete all required paperwork in the hiring process. Audit monthly benefit bills and process for payment.

**SPECIFIC RESPONSIBILITIES** include, but are not limited to:

1. Process all correspondence requesting reference checks for applicants.
2. Meet with new employees to process all required hiring paperwork.
3. If new employee is fulltime meet with them to review Oesterlen employee benefits and to fill out the necessary enrollment forms.
4. Prepare all "new hire packets" for Oesterlen and for Wraparound Program. Prepare "benefit packets" for all fulltime employees. Update all forms and distribute to staff as needed.
5. Complete unemployment claims, and income and employment verifications.
6. Complete and monitor Workers' Compensation claims.
7. Review monthly pension, TDA, health, dental, life/LTD bills for accuracy, additions, deletions, and approve for payment.
8. Prepare and submit monthly Union dues and C.O.P.E. billing. Process and submit other required union paperwork as needed.
9. Prepare and distribute required COBRA notifications and ensure COBRA regulations are met.
10. Notify all new employees of orientation requirements and prepare orientation packet for Director of Finance.
11. Prepare monthly payroll statistics for Department of Labor reporting requirements.
12. Process ongoing benefit related changes for staff as to credit union, direct deposit, beneficiary changes, etc.
13. Process Pension withdrawals, LTD claims, life insurance claims, and family medical leave forms.
14. Process all employee terminations to ensure the terminated employee is removed from Health, Dental, Life etc. and notify all terminated employees of COBRA and Life Conversion eligibility.
15. Coordinate and attend bi-annual pension enrollment meetings. Process all pension enrollment forms

16. Other duties which may be assigned from time to time by the Finance Director.

**QUALIFICATIONS:**

Minimum of high school education with three or more years wage, benefit, and human resource related experience. Must have good data entry skills and type accurately. Must have a valid driver's license. Experience with ADP, Solomon, Word and Excel software preferred.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Must be able to work well with all levels of staff, including management, and to work well under pressure and time deadlines. Pace can be hectic and pressure can be heavy at times.

**JOB RELATIONS:**

Supervised by:	Director of Finance
Supervises:	None
Promoted from:	No specific line of promotion
Promoted to:	No specific line of promotion

JD20 (6/99)