



Spotlight 29 Casino Job Description



Job Title:	Benefits Coordinator & Emp Relations
Department:	Human Resources
Base Wage/Salary:	DOE
Reports To:	HR Director
FLSA Status:	Exempt
Prepared By:	Rudy Rodriguez
Prepared Date:	July 4, 2018
Approved/HR:	Rudy Rodriguez
Approved Date:	

SUMMARY:

Administers and maintains company benefits programs. Functions as a liaison between TPA/vendors and employees, and advises employees on eligibility, coverage, and other benefits matters. Responsible for assisting in a range of activities related to employee relations. This job requires extensive knowledge of federal employee benefit and labor law. Independently makes decisions regarding FMLA eligibility for Casino employees. Has independent judgment and discretion in carrying out aforementioned duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Provide outstanding customer service to guests and all other employees by exceeding our mission statement: “We are here for the guest. Period”
- Enroll new employees in benefit plans and provide benefits orientation.
- Manage eligibility, status changes and termination of benefits.
- Process open enrollment benefits plan transfers.
- Assist employees with medical claims and benefit coverage questions.
- Maintain benefits records in databases.
- Prepare regular benefit reports extracting data from the database.
- Reconcile departmental insurance billings.
- Provide vendors and TPA appropriate documentation for medical, dental, vision, life, pension, and disability benefit enrollments, changes, terminations, and claims.
- Evaluate and compare existing employee benefits with those of other employers by analyzing other plans, surveys, and other sources of information.
- Analyze results of comparisons and surveys and develop specific recommendations for review by management.

- Assist in preparing materials and in presenting benefit plan changes to employees.
- Process leaves of absence approvals and rejections.
- Respond to notifications from state agencies regarding state disability claims filed by employees.
- Maintain employee benefit files and performs other recordkeeping as required.
- Computer literate in current software (Kronos).
- Ensure compliance with Federal Laws such as HIPAA, PPACA, FMLA, USERRA, and COBRA.
- Process reports and information for General Manager and Tribal Health Board of Trustees.
- Partner with employees and management to communicate various human resource policies, procedures, laws, standards and other government regulations.
- Respond to employee relation issues such as employee complaints, harassment allegations and civil rights complaints.
- Provide advice and counsel to managers and supervisors regarding personnel practices, policy and employment laws.
- Coach, counsel and guide managers before executing employee disciplinary actions.
- Manage and track all employee disciplinary action.
- Ensure compliance with all Minimum Internal Control Standards (MICS), Tribal Internal Control Standards (TICS) and applicable government regulations.
- Present a positive image of the Casino to its guests and vendors and to assist them as required.
- Must follow all safety policies and procedures and attend all scheduled safety meetings and to train and accept as a condition of employment.
- Perform any other duties that may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

EDUCATION AND EXPERIENCE (MUST BE DOCUMENTED):

- Must possess a high school diploma or equivalent
- Must possess Associate degree and/or equivalent in years of experience in lieu of college.
- Should possess 2-3 years experience administering benefit plans or related field.

CERTIFICATION, LICENSES AND ANY ADDITIONAL REQUIREMENTS:

- Must pass periodic random drug screens
- Must be bilingual in both English and Spanish

- Must be able to pass background suitability investigation
- Must obtain a Tribal Gaming License
- Must provide proof of eligibility to work in the United States within 72 hours of employment
- Able to uphold a high level of confidentiality

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Upon request, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk or sit; talk or hear; use hands to finger, handle or feel, reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must occasionally lift and or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

- The Casino is open 24 hours per day, seven (7) days per week; therefore, you must be flexible to work any and all shifts.
- The Casino is a gaming facility.
- The Casino is not a smoke-free environment.
- Be aware that surveillance cameras and audio equipment monitor the premises recording activity throughout the facility on a 24-hour, 7 – day per week basis.

INDIAN PREFERENCE ACT:

The Twenty Nine Palms Band of Mission Indians has a resolution on file with Human Resources to ensure that Indian Preference will be adhered to in the following order in accordance with IPA:

1. Tribal Members
2. Other Native Americans
3. All other ethnic groups

I have read and understand all of the elements of the above Benefits Administrator & Employee Relations Job Description.

Signature

Date