

OFFICE OF THE
FIRST SELECTMAN

Email to: Sarah.Gioffre@Wiltonct.org



TOWN HALL
238 Danbury Road
Wilton, CT 06897

POSITION POSTING

Human Resources Specialist and Benefits Administrator

The Town of Wilton is seeking applicants for the position of Human Resources Specialist and Benefits Administrator.

This position performs a wide range of human resources tasks related to administration of employee records and benefits, recruitment, training and maintenance of and update of employee policies. The successful candidate will be responsible for:

- All aspects of maintaining human resources records.
- Administration of employee fringe benefits, pension, deferred compensation and workers' compensation.
- Maintaining required records and reports for various federal and state agencies.
- Assisting with pre-screening of applicants, updating of employee policies and ongoing transition to digital records and online employee access to services.
- Providing payroll personnel with timely required employee information.

The successful candidate is expected to have:

- Bachelor's degree in Personnel or Public Administration, Industrial Relations, Business Administration, or a closely-related field. (Note: relevant work experience may be substituted for an academic degree on a year-for-year basis);
- At least five years of relevant experience;
- Knowledge of employee benefit and pension plans;
- Knowledge of the fundamentals of worker's compensation insurance;
- Knowledge of HRIS in a diverse workforce environment as well as strong computer skills in word processing, spreadsheet, and database applications; and
- Knowledge of personnel record keeping and reporting requirements.

Salary range is \$65,000-\$80,000 depending on qualifications (DOQ). Benefits include the Connecticut Partnership Plan 2.0 for health and a defined contribution retirement plan. A background investigation and pre-employment physical is required. Equal opportunity employer (EOE).

Position will remain open until filled. Please email cover letter, resume and completed application, found [here](#), to Sarah Gioffre, Office of the First Selectwoman at Sarah.Gioffre@wiltonct.org. Scroll down to view detailed position description.

TOWN OF WILTON

Position Description

Date: January 25, 2022

POSITION TITLE: Human Resources Specialist & Benefits Administrator

UNION: Non-union

DEPARTMENT: Human Resources, Labor Relations, and
Administrative Services

REPORTS TO: Director, Human Resources, Labor Relations, and
Administrative Services

SUPERVISION EXERCISED: None

SUMMARY DESCRIPTION OF DUTIES: This position performs a wide range of human resources tasks related to administration of employee records and benefits, recruitment, training and maintenance of and update of employee policies. Responsible for all aspects of maintaining human resources records. Responsible for the administration of employee fringe benefits, pension, deferred compensation and workers' compensation. Responsible for maintaining required records and reports for various federal and state agencies. Assist with pre-screening of applicants, updating of employee policies and ongoing transition to digital records and online employee access to services. Responsible for providing payroll personnel with timely required employee information.

JOB LOCATION AND EQUIPMENT USED: Work is performed primarily in the Town Hall office space. Office work requires the use of a calculator, computer terminal, personal computer, printer, photocopier, fax machine, and telephone. On occasion, attendance at out-of the office meetings with insurance carriers and payroll and benefits seminars and training programs will be required.

ESSENTIAL FUNCTIONS:

- Maintains human resources records in accordance with applicable federal, state, and local laws, ordinances, and regulations;
- Compiles information on, and maintains complete and accurate records of employee and dependent medical and life insurance, pension, and deferred compensation enrollments and eligibility, and notifies insurance carriers, actuary, and plan administrators, as appropriate, of any changes;
- Coordinates and collaborates with payroll personnel to provide timely and accurate information;

- Compiles reports of workers' compensation claims and workplace injury incidents, verifies completeness of information, notifies insurance carrier verbally if the supervisor is unavailable to do so, and submits written claims; maintains complete files and records; and monitor claims with the insurance carrier and attorneys to determine claim status and resolution;
- Maintains records of employee pension enrollment, earnings, and employee account information; provides information to the actuary and plan trustees; obtains interim pension benefit calculations from the actuary when requested by employees; and distributes annual pension benefit status reports to employees;
- Compiles, completes, verifies accuracy of, and transmits retirement notices to the plan actuary and administrators;
- Processes and transmits deferred compensation enrollments and changes to the plan administrator;
- Prepares and submits periodic employer contributions for health and welfare benefits;
- Consults with Director, Human Resources, Labor Relations, and Administrative Services to ensure proper resolution of contractual, tax, and other legal questions that arise concerning payroll and benefits administration;
- Assists Director, Human Resources, Labor Relations, and Administrative Services in collecting, compiling, and analyzing human resources and labor relations related data in preparation for collective bargaining negotiations and in costing negotiations proposals;
- Assists Director in Town recruitment process including scheduling interview appointments with applicants and staff; conducting background investigations; setting up future employees for pre-employment tests, and following-up and maintains recordkeeping on same;
- Assists Director, Human Resources, Labor Relations, and Administrative Services in maintaining complete and orderly personnel files, including organizing, sorting, and as necessary reformatting information for transfer from paper to computer storage; and
- Performs related work as required or directed by Director.

REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:

- Basic knowledge of human resource and labor relations management principles and practices, including collective bargaining, benefit design and administration, recruitment and selection, training and development, and compensation;
- Knowledge of and ability to use ERP systems and personal computer database, spreadsheet, word processing, and graphics applications and ease with online processes and software;

- Ability to prepare, compile, organize, analyze and interpret data, including mathematical calculations and data;
- Good analytical, problem solving, and decision-making skills in order to identify trends, organize research efforts, analyze data, and interpret contract and regulatory language;
- Ability to formulate, logically organize, and effectively communicate ideas, conclusions, and recommendations both orally and in writing;
- Ability to plan, organize, and complete work assignments timely and efficiently;
- Ability to read, interpret, and apply the provisions of collective bargaining agreements, employments policies, benefits policies and plans, and state and federal laws and regulations as they relate to payroll and benefits administration;
- Effective oral communication and presentation skills;
- Ability to establish and maintain effective and courteous working relationships with others in the workplace, representatives of insurance carriers, pension, and deferred compensation plans, and representatives of state and federal agencies; and
- Ability to keep confidential matters confidential and to exercise judgment as to what is confidential and what is public information, particularly with respect to matters concerning labor relations and human resources. Ability to recognize and preserve the confidentiality of employee personnel and medical information.

MINIMUM REQUIREMENTS:

- Bachelor's degree in Personnel or Public Administration, Industrial Relations, Business Administration, or a closely-related field. (Note: relevant work experience may be substituted for an academic degree on a year-for-year basis);
- At least five years of relevant experience;
- Knowledge of employee benefit and pension plans;
- Knowledge of the fundamentals of worker's compensation insurance;
- Knowledge of HRIS in a diverse workforce environment as well as strong computer skills in word processing, spreadsheet, and database applications; and
- Knowledge of personnel record keeping and reporting requirements.

SPECIAL CONDITIONS:

- Successful passage of a pre-employment physical, including tests for drugs, may be required as a condition of employment with the Town of Wilton and

- The employee shall not constitute a threat to his/her own health or safety or that of others in the workplace.

Note: The qualifications set forth above are the optimal ones for this position. The Town of Wilton reserves the right to select any applicant who we, in our sole discretion, feel can most suitably perform the functions notwithstanding the absence of the optimal qualifications.