

# The SHOSHONE-BANNOCK TRIBES

FORT HALL INDIAN RESERVATION  
P.O. Box 306  
Fort Hall, ID 83203



HUMAN RESOURCE DEPARTMENT  
Phone: (208) 478-3856/(208) 478-3857  
(208) 478-3850/(208) 478-3750  
Fax: (208) 478-3950

## JOB ANNOUNCEMENT

**TITLE:** BENEFITS SPECIALIST  
**DEPARTMENT:** HUMAN RESOURCES  
**SALARY:** (\$20.66 to \$26.63) G11-13/ S1-3  
**OPENS:** April 15, 2024  
**CLOSES:** April 26, 2024  
**CAREER STATUS:** NON-EXEMPT – CONDITIONAL UPON SUCCESSFUL 90 DAY PROBATIONARY EVALUATION & BUDGET APPROPRIATIONS

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Attach ALL supporting documents, including: Tribal enrollment, honorable discharge, educational attainment, professional certification, license, and other relevant documents to verify eligibility for job qualifications and preference.

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## GENERAL STATEMENT

This is an administrative support position that contributes to the efficiency of the Human Resources Department and is responsible for administering employee benefits programs. Maintains strict confidentiality of personnel records/documents and information received in the line of duty. Position responsibilities require time management, clerical and computer operation skills combined with effective policy interpretation/application ability. Provides skilled multi-tasking functions utilizing knowledge of human resource systems, professional business application software, and standard office practices/procedures.

The Personnel Department implements continuous quality improvement practices. Professional development is encouraged through a combination of work experience, self-study, formal training, and education.

## SUPERVISION

This Benefits Specialist is supervised and evaluated by the Personnel Director.

## DUTIES AND RESPONSIBILITIES

### Human Resource Benefits:

- Researches, analyses, and administers healthcare plans and wellness programs, including but not limited to medical, dental, vision, disability, family leave, life insurance, retirement, and injury claims.

- Receives and reviews employee benefit applications. Processes enrollment changes and cancellations to appropriate benefit provider, finance, and employee record.
- Assists employees with benefit and insurance related inquiries.
- Coordinates group insurance enrollment, changes, and terminations with employees, the Human Resources and Finance Departments and contracted benefit administrators.
- Inputs benefit changes into the financial software management system and completes Benefit Change Reports that includes all changes.
- This position is appointed to the Tribal Benefits Committee. Works with the Tribes benefit brokers to coordinate meetings and special events.
- Attends Tribal safety committee meetings, to provide general data of work compensation claims
- Develops and deliver benefits training to employees during new employee orientation and as needed by departments.
- Familiarizes self with ACA Measurement Periods and Reporting requirements and works with the Human Resources Staff to ensure employees are receiving health benefits when eligible.
- Monitors and complies with the Affordable Care Act, Employer Mandate requirements including tracking employee beginning and ending dates, hours worked, job status, dependents, voluntary benefits, and other employee-related information as needed.
- Runs periodic reports on timekeeping and payroll software to track related benefits and employee eligibility.
- Provides backup support for other duties within the department including administrative support, conducting new employee orientation sessions, budgets, employee records and recruitment.

#### **Compensation Classification Functions:**

- Reviews compensation change requests, temporary placement requests and job requisitions and aligns compensation assignments with the Personnel Classification and Compensation policies.
- Amends as needed, compensation requests to align with the Personnel Classification and Compensation policies.
- Forwards completed transactions to the Personnel Director for appropriate action.
- Assists employees with the Timeclock Plus System and troubleshooting questions regarding time, hire dates, anniversary dates and leave benefit questions.
- Works as a team member within the Human Resources Department and cross trains to assume the duties of fellow workers in their absence.
- MUST MAINTAIN STRICT CONFIDENTIALITY OF ALL INFORMATION PROCESSED THROUGH THE PERSONNEL DEPARTMENT INCLUDING RECORDS, REPORTS, DOCUMENTS, CONVERSATIONS, ETC. A breach of confidentiality will be subject to appropriate disciplinary action, up to and including dismissal from employment.
- Performance Standards and evaluation factors shall include but not be limited to the employee:
- Understands and abides by the Shoshone-Bannock Tribes' Personnel Policy and Procedures Manual and other management system policies and procedures pertinent to job functions.

- Conduct is consistently professional which brings credit to the Human Resources Department and Tribal Government.
- Works as a team member displaying a high level of effort and commitment to customer service.
- Uses self-initiative to assist with all aspects of personnel service provision. This includes reception duties and other functions necessary to maintain an efficient Human Resources Department.
- Provides quality services, shows understanding, friendliness, courtesy, cooperation and politeness to all job contacts.
- Relates well to people with diverse backgrounds.
- Models high standards of honesty and integrity in all matters relating to employment with the Shoshone-Bannock Tribes.
- Actively participates in self-study, formal training, and professional development to increase and apply personal knowledge and proficiencies in human resource recruitment.
- Maintain dependable attendance and reliability.
- Self-starter, completes tasks in a timely manner, and must possess ability to work independently with little or no supervision.
- Projects a professional attitude and appearance.
- Demonstrates a commitment to continuous quality improvement and insures up-to date technology and best practices are applied to position responsibilities.
- Prioritize organizational and time sensitive assignments.
- Duties and responsibilities include other activities to carry out Human Resources Department functions.

## **QUALIFICATIONS**

### **Preferred Educational and Experience Qualifications (Grade 13/12 – Negotiable):**

**(GRADE 13):** A Bachelor's Degree in a Human Resource field from an accredited university or college with three (2) years of Human Resources experience with benefits, compensation, and HR data base systems, practices, protocols, and policies; or an equivalent combination of education, certification, and experience

**(GRADE 12):** An Associate's Degree in a related Human Resources field from an accredited university or college with (3) years of Human Resources experience with benefits, compensation, and HR data base systems, practices, protocols, and policies.

### **Minimum Educational and Experience Qualifications (Grade 11):**

Must have a High School Diploma or GED with:

A combination of (5) years successful business office experience with data base management and (6) months working knowledge of Human Resource benefits, compensation and data base systems, practices, protocols, policies, or related experience.

Applicants must verify experience and/or ability to manage HR data base systems, electronic, word processing, Adobe Acrobat Professional, Microsoft Office Professional Suite; and ability to develop MS Word/Excel and Acrobat templates and forms.

### **IMPORTANT APPLICATION CRITERIA**

A complete application must be submitted to the Shoshone-Bannock Tribes Human Resource Department, P.O. Box 306, Fort Hall, Idaho 83203. Applications can be found online at <http://www2.sbtribes.com/employment/>. Applications can be sent via email to [recruitment@sbtribes.com](mailto:recruitment@sbtribes.com) or faxed to 208-478-3950 and are accepted until 5PM on the closing date.

Submit a copy of all supporting documents to be eligible for the position you are applying for. For example: Driver's License, Tribal ID, High School Diploma/GED, Degree or professional credentials, and other supporting documents that verify required qualifications.

Applicants who have a current application on file, please submit a letter of interest for each position in which you want to be considered for. The letter should address how you meet each qualification.

Preference will be given to Shoshone-Bannock Tribal member applicants who provide a copy of their tribal enrollment card. Non-enrolled members and other Indian tribal members must provide a Certificate of Indian Blood (CIB) to receive preference.

Preference points will also be given during the interview process to veterans who provide documentation of a DD-214.

Applicants being considered for employment or a political appointment must submit to a pre-employment alcohol and drug screen prior to being hired or appointed. Refusal to take the test will render the applicant ineligible for employment or political appointment.

The Shoshone-Bannock Tribes will conduct an employment background check on new employees to ensure suitability for the position applied for.