

# City of Las Vegas Career Opportunity

Applications are being accepted for a Full Time **Benefits Coordinator** for the City of Las Vegas Human Resource Department.

**Entry Level:** Per Pay Plan – \$12.60

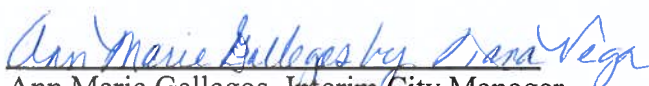
**Nature of Job:** Plan, organize and coordinate the services and activities of the City's employee health and wellness insurance benefits programs including medical, dental, vision, Internal Revenue Code (IRC) Section 125 plans, Deferred Compensation 457(b) plans, retirement and life insurance plans; assure compliance with applicable laws, codes, rules and regulations. Participate in the reviewing, selecting and negotiating of benefit plans, vendors and providers; research, analyze, cost out and make formal recommendations regarding proposed bids, rates, contracts and amendments. Coordinate open enrollments; compose related communications and oversee the publication and distribution of insurance informational materials such as manuals, guides, handbooks and brochures. Serve as a liaison between the City and insurance company representatives and agents; remain current on benefits related policy changes; implement updates pertaining to employee benefit issues. Provide information and guidance to employees and retirees regarding enrolling in a benefit plan to best meet their needs, insurance claims resolution, eligibility requirements, enrollment procedures, coverage and other related issues; Provide separated employees and dependents guidance regarding COBRA, and HIPAA rights and conditions; assures COBRA letters are mailed in a timely manner to eligible participants. Works closely with the City's insurance agent and carrier in assuring proper insurance coverage for city community events and assures certification of insurance is maintained. Works with the city's insurance premiums and deductibles and calculates the distribution of insurance premium payment among other departments and submits billing. Ensures that city owned property and vehicles are properly insured. Some evening and weekend work may be required and is on call status as required. May attend and participate in a variety of meetings, conferences and workshops to maintain current knowledge of laws, codes, rules and regulations related to assigned functions. (A detailed job description is available at the Human Resource Office.)

**Qualifications:** A Bachelor's degree in business administration, public administration, human resources management or a related field, including coursework in benefits administration is preferred. Must possess a valid New Mexico Operators license and also must be insurable by the City's insurance carrier. Three years of experience coordinating employee benefits programs, including one year in a managerial capacity is preferred. Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**Posted:** General Public: June 8, 2018 thru Until Filled

**General Public:** Defined as any person interested in the position who meets the qualifications. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

**Reviewed and approved for publishing by:**

  
Ann Marie Gallegos, Interim City Manager

  
Human Resource Director