

**APPLY IN PERSON AT:**

Human Resources Department  
909 Packerland Drive  
Green Bay, WI 54303



**OR MAIL TO:**

Human Resources Department  
P.O. Box 365  
Oneida, WI 54155-0365  
Phone: (920) 496-7900  
Fax: (920) 496-7490

**APPLY ONLINE AT:**

<http://oneida-nsn.gov>

A good mind. A good heart. A strong fire.

**FIRST POSTING OPEN TO ENROLLED ONEIDA TRIBAL MEMBERS**

**POSITION TITLE:** Employee Insurance Specialist  
**POSITION NUMBER:** 00052  
**DEPARTMENT:** Compensation and Benefits  
**LOCATION:** 909 Packerland Drive Green Bay WI  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Compensation and Benefits Director  
**SALARY:** NE9 \$20.51/Hr (NEGOTIABLE)  
**(Employees will receive 5% below the negotiated pay rate during their probationary status.)**

**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:** September 4, 2019  
**CLOSING DATE:** September 18, 2019  
**Transfer Deadline:** September 11, 2019  
**Proposed Start Date:** As Soon As Possible

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

**POSITION SUMMARY**

Provide guidance and assistance on various employee related benefits. Resolve employee benefit questions and problems, as appropriate, and makes adjustments and corrections to benefits data and documentation. Ensure compliance with Tribal and federal laws, contractual arrangements, and HR Personnel Policy and Procedures. Continuation of this position is contingent upon funding allocations.

**DUTIES AND RESPONSIBILITIES:**

1. Provide guidance and assistance to potential, current and previous employees on various employee related benefits, including but not limited to: medical, dental, vision, disability, COBRA, leave of absences, worker's compensation, flex spending, life insurance, and retirement plans.
2. Serve as a resource between employees and third-party benefits administrators. Resolve questions, concerns, and complaints that employees may have with third party benefits administrators in an appropriate fashion.
3. Review individual benefits applications and related documentation for completeness, accuracy, and compliance with summary plan descriptions prior to processing; contact applicants as necessary to clarify information provided on forms.
4. Provide first-level backup and support to other Employee Insurance staff regarding individual benefits issues and typical questions from employees and/or department representatives.
5. Maintain benefits related information and systems by coordinating, processing, and entering employee benefits information into relevant databases; verify data to ensure completeness and accuracy.
6. Utilize Human Resources Information System to start, cancel and/or modify payroll benefits deductions; ensure accuracy of deductions for all benefits pertaining to employees.
7. Perform periodic audits of insurance information to ensure accuracy. Make corrections as needed.
8. Present and participate in new staff benefit orientation sessions.
9. Coordinate and present benefits open enrollment programs for the Oneida Nation.
10. Participate in the implementation of new and/or revised systems and processes.
11. Assist other areas of Human Resources as needed.
12. Stay abreast of trends, laws, policies and legislation pertaining to benefits.
13. Contribute to a team effort and accomplishes related results as required.
14. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
15. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
16. The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

## **JOB DESCRIPTION**

### **Employee Insurance Specialist**

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#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. Work is generally performed in an office setting with a moderate noise level.
2. Travel may be required for training, meetings, conferences, presentations, and other events.
3. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

#### **STANDARD QUALIFICATIONS:**

1. Knowledge and understanding of employee benefits principles, practices, procedures, and documentation.
2. Knowledge and skill in business writing, spelling, grammar and punctuation.
3. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
4. Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
5. Ability to handle challenging situations with tact, maturity, and patience.
6. Ability to communicate efficiently and effectively both verbally and in writing.
7. Ability to present in front of large groups.
8. Ability to handle multiple tasks and meet deadlines.
9. Ability to exercise independent judgment.
10. Ability to define problems collect data, establish facts and draw valid conclusions.
11. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
12. Must be willing and able to obtain additional education and training.
13. Health Insurance Portability and Accountability Act (HIPAA) training is required prior to starting this position. **(Training will be administered by the Human Resource Department).**
14. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
15. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
16. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

#### **PREFERRED QUALIFICATIONS:**

**Applicants please clearly state on the application/resume if you meet these qualifications.**

1. Bachelor's Degree in Business, Human Resources or closely related field.
2. Knowledge of tribal and federal laws pertaining to employee benefits, COBRA, and IRS Section 125.

#### **MINIMUM QUALIFICATIONS:**

**Applicants please clearly state how you meet these qualifications on the application/resume.**

1. **Must be an enrolled member of the Oneida Nation of Wisconsin.**
2. Associate Degree in Human Resources, Business Management or closely related field.
3. Two (2) years of experience in Human Resources including prior experience working with employee benefits; an equivalent combination of education and experience may be considered.

#### **ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**