

The Mission of the West Ohio Conference is to equip local churches to make disciples of Jesus Christ for the transformation of the world...a world of justice, love, and peace filled with people growing in the likeness of Jesus Christ.

The Benefits/HR Generalist is a critical position within the office of the Treasurer. This position will assist clergy and staff with administering and navigating all Benefit and Retirement systems; advocate and promote Health and Wellness concepts through outreach and programs designed to encourage healthy lifestyle choices while supporting the Director of Benefits/HR with the full employee life cycle HR planning and execution.

Hired By:	Director of Benefits and HR
Reports To:	Same as above
Supervises:	None
Evaluated:	90-day Performance Feedback and Annual Performance Evaluation
FLSA:	Exempt
Schedule:	This is a full-time, 40 hours per week position with regular working hours 8:00 a.m. to 5:00 p.m. Monday through Friday. 32 Telework program consideration following new hire probationary period.

Spiritual Requirements:

- A believer of Jesus Christ
- Commitment to personal and spiritual growth through active faith-based works and the Christian community
- Possess significant knowledge of United Methodist beliefs, practices, and organizational structure
- Considers this position a ministry, career, or life purpose calling, not simply a job
- Practices respect, inclusiveness, integrity, empathy, compassion, and selflessness

Professional Responsibilities (Essential):

75% - Benefit Plans and Wellness Program Administration

1. Administer, promote, organize, design, and implement comprehensive group health, wellness, and retirement programs to support—the mental, financial, and physical health of employees and clergy; provides outreach as a trusted confidant and resource by assisting clergy and employees with making informed decisions about their employer-sponsored plans (i.e., benefits/retirement plan, baby stipends, retiree moving expenses, wellness stipends, and health insurance stipends).
2. Collaborates with the Director of Benefits/HR to prepare, identify, and implement cost-effective benefit and wellness programs, incentives, budgets, policies, and procedures.
3. Assist with conducting new hire and benefits orientations, annual open enrollment meetings, and other informational meetings to help employees obtain information and understand benefits and other related programs.
4. Maintain employee benefits systems, ensure that charges are entered promptly and accurately, and perform quality checks on benefits-related data.

5. Respond to and assist employees with escalating claims using appropriate resources.
6. Assist Director of Benefits/HR in obtaining census data for health, life, retirement plans, and renewal.
7. Ensure distribution of compliance required employee notices.
8. Prepare and maintain new enrollment, billing, and retirement logs.
9. Work closely with AR/AP and payroll to ensure that all insured employees' coverage levels are accurate.
10. Prepare and send death notifications while providing support to survivor-recipient.
11. Collaborates with the Director of Benefits and HR to prepare, identify, and implement cost-effective wellness programs, incentives, budgets, policies, and procedures.
12. Applicable to law, assess and analyze the employee population's general physical and mental health needs.
13. Design, plan, implement classes, speakers, seminars, personal training, and voluntary fitness assessments to promote healthy lifestyles.
14. Assists in the maintenance and content creation for the wellness webpages.

25% - Human Resources

15. Assist with developing, updating, and interpreting WOC employee handbook policy.
16. Collaborates with and supports the Director of Benefits/HR with Employee Engagement/Survey, planning, implementation, and communications.
17. Helps the Director of Benefits/HR with recruiting, onboarding, and offboarding processes.
18. Verify employment, conduct candidate reference checks, ensure I-9 compliance and recordkeeping maintenance.
19. Responsible for data entry into HRIS while maintaining the integrity of the data.
20. Provides support in executing Workers Compensation, Safety, and Risk Management initiatives, strategies, and programs.
21. Maintains and updates organizational charts, website, and other requested reports.
22. Implement employee recognition, birthday, and anniversary communication programs.
23. Handles employment-related inquiries from applicants, employees, and supervisors, referring complex and sensitive matters to the appropriate staff.
24. Maintain compliance with federal, state, and local employment laws and regulations and recommended best practices; reviews policies and procedures to maintain compliance.
25. Retain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
26. As requested, may coordinate and complete special projects as necessary.
27. Attend seminars, conferences, and other applicable training.
28. Performs other related duties as assigned.

Professional Competencies:

- **Trustworthy:** Commitment to abide by a strict code of confidentiality.
- **Team Player:** Ability to work effectively with others, both inside and outside the Conference.
- **Cultural Competence:** Demonstrating the ability to interact effectively with individuals of diverse backgrounds and identity groups by being sensitive, appreciative, respectful, and responsive to beliefs, practices, and cultural needs different from your own.
- **Professional:** Positively represents the Conference in word, deed, and appearance.
- **Self-Starter:** Takes initiative, works independently, and holds oneself accountable.

- **Organized and Deadline-Oriented:** Ability to perform the job's essential functions regularly and predictably, manage multiple projects with converging deadlines while maintaining a positive, can-do attitude.
- **Coachable:** Willingness to take direction, receive suggestions, and accept challenges.
- **Resourceful:** Aptitude for finding creative and effective means for meeting goals.
- **Creative:** Ability to develop original ideas.
- **Problem-Solver:** The capability of reasoning and finding solutions to challenges and obstacles.
- **Flexible:** Willingness to adjust schedules and priorities as necessary, report to work immediately, and remain for extended periods when needed.
- **Lifelong Learner:** Initiative to learn new skills, techniques, and ways to accomplish projects and goals.

Education and Experience:

1. Associates degree in Business, HR, Finance, or related field required, Bachelor's degree preferred, or 3 – 5 years of equivalent work experience.
2. Society for Human Resource Management (SHRM) certification is a plus.
3. Three or more years of relevant experience are required.
4. Ability to conduct sound research.
5. Proficient with Microsoft Office Suite.
6. Possess an intermediate or higher operational level of Excel.
7. Effectively communicates both verbally and in writing.
8. Proficient with basic arithmetic calculations.
9. Command of employee benefits and retirement plans and applicable HR practices.
10. Meticulous attention to detail.
11. Effectively organizes and manages time.

Work Environment:

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, scanners, Zoom unified communication platforms, filing cabinets, and fax machines.

Physical Demands:

- The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. *While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to stand; walk; use hands and fingers, handle or feel; and reach with hands and arms.* The position requires prolonged sitting at a desk, working on a computer, and occasionally lifting 20 pounds of office products and supplies.

Travel:

- Minimal travel is required for overnight Annual and bi-annual Conference trips.