



NON-SWORN MEMBER VACANCY

The Kansas City Missouri Police Department employment practices are designed to hire, promote, and assign members without discrimination on the basis of race, color, religion, sex/gender, age, national origin, genetics, or disability.

DATE: September 4, 2020

JOB VACANCY MEMORANDUM NO. 20-21

TITLE: Human Resources Specialist III, Benefits Specialist

ELEMENT OF ASSIGNMENT: Benefits Section/Employee Benefits Unit/Human Resources Division

PAY RANGE: 15

STARTING MONTHLY SALARY: \$2,916

VACANCY STATUS: Vacant

EXPIRATION DATE: September 18, 2020

REQUIREMENTS:

Provide administrative support related to department employee benefit plans for all department members and retirees. Coordinate and schedule physical programs for specialized units.

Essential Job Functions: (Functions essential to attaining job objectives.)

1. Administer and provide informational support for department employee benefit plans (i.e., health, dental and life insurance) in compliance with state and federal laws (i.e., COBRA, FMLA, HIPAA, ADA, ACA, etc.).
2. Must have the ability to work with highly sensitive information in a confidential and professional manner, and maintain the information as such.
3. Facilitate open enrollment activities once a year for active and retired members.
4. Reconcile monthly insurance premium invoices from vendors with a high degree of accuracy and complete purchase requisitions for payment.
5. Perform payroll and benefit reconciliation reports.
6. Coordinate and schedule members who are required to participate in annual physical programs and/or screening for communicable diseases. Maintain medical files.

7. Enter personnel information updates in the computer.
8. Process relevant payroll documents regarding all benefit plan enrollments, terminations, and qualifying event changes.
9. Maintain reliable and predictable attendance. May be required to work flexible hours and occasional overtime when the need arises.
10. Perform other duties as assigned and assist related positions as necessary.
11. This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA) as amended by the Amendments Act of 2008 (ADAAA); and the Missouri Human Rights Act (MHRA).

Job Standards: (Minimum qualifications needed to perform essential functions.)

To successfully perform the essential functions of this position, the incumbent must possess a high school diploma or equivalent. Prefer a minimum of two years' experience in benefits administration and familiarity with medical terminology. Must have the ability to communicate effectively both verbally and in written form.

Physical Requirements: The incumbent in this position is primarily sedentary and may be required to sit for prolonged periods of time. Telephone usage and computer entry is required daily. Must have the ability to perform tasks associated with filing; lift 5 to 20 lb. file boxes occasionally, bending, kneeling, and reaching.

Job Location: (Place where work is performed.)

Position operates in a standard office environment 100% of the time.

Equipment: (Machines, devices, tools, etc., used in job performance.)

- Personal computer
- Calculator
- Telephone
- Copier/Scanner/Fax

All department members interested in being interviewed for the above position must submit a copy of their Request for Transfer, Form 4 P.D. to the Human Resources Division (HRD). The original Request for Transfer form must be submitted through the member's chain of command for endorsement and upon completion, forwarded to the HRD. In addition, another copy of the Request for Transfer, resume and a completed Selection Process Candidate Review Form, Form 417 P.D. (with chain of command endorsements) must be submitted directly to **Katie Dumit, Administrative Supervisor, Benefits Section.**

Outside applicants interested in being considered for the position must submit a cover letter outlining how they are qualified for this position and a resume to Mindy.Davis@kcpd.org to be received no later than **SEPTEMBER 18, 2020.**

All permanent full-time members of the Kansas City Police Department must reside within the Kansas City, Missouri city limits unless an exception has been granted by the Chief of Police.

Members who meet all of the qualifications will be contacted individually to schedule an interview. Selected applicants must submit to a clerical test (75% accuracy), typing test (35 wpm with 10 or fewer errors in 5 minutes), CVSA, post-offer physical examination and drug screen.

Captain Gregory Williams

Captain Gregory Williams
Commander
Employment Unit