

The Canyon County Board of Commissioners considered and adopted the following Resolution which shall be effective on the 14 day of MAY, 2025

Upon the motion of Commissioner Van Beek and the second by Commissioner Brooks the Board resolves as follows:

- To approve changes to the **job title, and job description of one (1) position** in the Human Resources Department
- To approve the **Unfunding of one (1) position** in the Human Resources department

Job Title and Job Description

One (1), Benefits Administrator, salary grade 15, min. \$34.85, mid. \$41.47, max. \$48.09, position control number 018 246 897, FLSA Non-Exempt

To

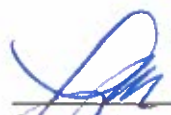

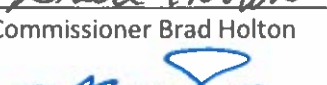
One (1) Benefits & Workman's Compensation Administrator, salary grade 15, min. \$34.85, mid. \$41.47, max. \$48.09, position control number 018 246 897, FLSA Non-Exempt

Unfunding one position

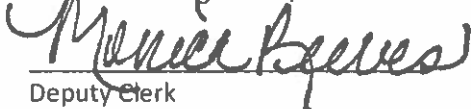
One (1) Sr Administrative Specialist, salary grade 12, min. \$21.54, mid. \$26.02, max. \$30.50, position control number 018 246 468, FLSA Non-Exempt.

Upon review of this role, it is determined the workload does not justify a full-time position. HR would like to unfund this position and create a part time position to manage the part time workload and assist in high traffic times in the Human Resource Department.

- ☒ Motion Carried Unanimously
☐ Motion Carried/Split Vote Below
☐ Motion Defeated/Split Vote Below

	Yes	No	Not Vote
 Commissioner Leslie Van Beek	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Brad Holton	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Commissioner Zach Brooks	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attest: Rick Hogaboam, Clerk


Deputy Clerk

Date: 5/16/25



Benefits & Workman's Compensation Administrator

Department: Human Resources
FLSA Designation: Non-Exempt

Salary Grade: 15
Effective Date: 05/2025

Job Summary

The Benefits Administrator manages and administers the county's employee benefit programs, including health insurance, retirement plans, wellness programs, and other employee perks. This role ensures benefit programs are compliant with legal requirements and aligned with the county's goals and policies

The Workman's Compensation Administrator is responsible for the administration, coordination, and monitoring of all workers' compensation claims and employee work-related injuries or illnesses. This role ensures compliance with state and federal regulations, acts as a liaison between departments, third-party administrators and medical providers, and facilitates return-to-work programs.

Key Responsibilities

- **Administration of Benefit Programs:**

- **Benefits**

- Manage day-to-day operations of group benefit programs (group health, dental, vision, short-term and long-term disability, life insurance flexible spending account, HRA, retirement plans etc.)
 - Ensure the benefit programs are effectively and efficiently administered
 - Be the first point of contact for all county employees handling all benefit questions and complaints to ensure quick and courteous resolution
 - Plan and execute the annual benefits open enrollment process
 - Update benefit information systems and ensure all enrollments, changes and terminations are completely accurate

- **Workman's Compensation**

- Administer and manage all County workers' compensation claims, including intake, documentation and timely reporting to SIF
 - Serve as the primary point of contact for injured employees, supervisors, and medical providers throughout the injury claim process
 - Monitor claims for accuracy, completeness, and adherence to statutory deadlines and County policies
 - Coordinate modified duty and return to work programs in collaboration with EO's/DA's and the employee medical providers
 - Maintain comprehensive and confidential records of work-related injuries and illnesses, ensuring compliance with state reporting requirements

- **Communication and Education:**

- **Benefits**

- Responsible for educating employees about benefit programs and providing guidance on how to use them effectively
 - Partner with HRBP's to ensure their understanding of benefit programs to help support their departments
 - Coordinate employee benefit meetings and conduct presentations as necessary or requested
 - Assist in developing communication strategies to promote awareness and understanding of benefits

- **Workman's Compensation**

- Provide guidance and training to EO's/DA's on injury reporting procedures, responsibilities and follow-up protocols

- **Vendor Management:**
 - Act as secondary liaison with external benefit and Workman's Compensation providers and consultants
 - Assist with monitoring and managing relationships with benefit and occupational medicine provider vendors to ensure quality service and cost-effectiveness
- **Compliance and Reporting:**
 - Ensure compliance with applicable government regulations. Ensure timeliness and accuracy of required reporting
 - Maintain knowledge of industry and public government trends and make recommendations for improvements in the benefit offerings and management of workman's compensation claims
- **Other Duties:**
 - Lead or assist with special projects or additional tasks as assigned

Education and Experience

- Bachelor's degree in human resources, Business Administration, Organizational Design, related field preferred
- Three to five years of experience in benefit administration (Public Government experience preferred)
- PHR® or SPHR® preferred
- Any equivalent combination of experience, training, and education, which provides the knowledge and abilities necessary to successfully perform the work

Qualifications

Skills and Abilities:

- Knowledge of employee benefit programs, policies, and public sector best practices
- Understanding of employment laws including FMLA, COBRA, ADA, USERRA, PDA, FLSA, and workers' compensation
- Ability to maintain confidentiality and exercise sound judgment
- Proficient in learning, using, and managing HRIS systems for benefit administration
- Skilled in oral and written communication, including correspondence, presentations, and report writing
- Knowledge of standard HR recordkeeping procedures and current office practices
- Proficient in Microsoft Office and related software for word processing, spreadsheets, databases, and data analysis
- Strong analytical and problem-solving skills using logical and creative approaches
- Ability to interpret information, develop reports, and make data-driven recommendations

Special Qualifications

- Idaho driver's license
- Successfully complete a criminal background record check

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, hear within the normal range of conversation, and communicate in person and by telephone
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and prepare and review a wide variety of written and electronic text materials
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate computer equipment and standard office equipment
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to stand and sit and work at a keyboard for an extended period and work in an office environment
- Must be able to lift to 25 pounds at a time
- Field work may be required as necessary to accomplish tasks at off-site locations within the county.

Disclaimer

To perform this job successfully, an individual must be able to perform the primary job responsibilities with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. The Board of County Commissioners has the exclusive right to alter this job description at any time without notice.

Canyon County is an Equal Opportunity Employer. Employment decisions related to recruitment and selection are made without regard to race, color, religion, sex, national origin, age, disability or genetics.