SAFETY SENSITIVE POSITION
Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

Submitted Date
10/27/2023

Employee Requisition Number
ER-24139

JOB OPPORTUNITY

Title/Position:

BENEFITS ASSISTANT MANAGER

Pay Grade
MG 7

Salary Range
$51,188-66,809

Classification
Management

Department:
HUMAN RESOURCES

Location:
Okmulgee

Location Code:
51

FT/PT
1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:
Under the direction of the Human Resources Director, the Benefits Assistant Manager will plan, coordinate, and administer all benefit programs; operate as the subject matter expert; ensure maximum effectiveness and productivity, including the timely and accurate processing of benefits administration and enrollment; and ensure legal compliance either by performing the duties personally or through subordinates.

Principal Duties and Responsibilities:

Supervisory Responsibilities:

☐ Plan, organize, coordinate, prioritize and supervise the daily activities of division; coordinate assignments and establish schedule to meet deadlines and work to facilitate the continuous workflow of the division; approves leave requests and timesheets.

☐ Provides constructive and timely performance evaluations to assigned direct reports.

☐ Assists in recruiting, interviewing, hiring, and training of new staff in the Benefits Division.

Duties/Responsibilities:

☐ Administer and oversee the administration of all benefit programs including, but not limited to, health/dental/vision, life insurance, sick leave donation, AFLAC, Metlaw, COBRA, Worker’s Compensation and 401k for tribe and independent agencies.

☐ Administer and oversee leave program, initiate documentation, track required medical and personal certifications; prepare payroll adjustments; ensure compliance related to leave administration for FML, maternity leave, short term disability, and workers compensation.

☐ Administer and oversee the reconciliation of employee benefit deductions; payment to benefit vendors; and develop and implement controls for fiscal accountability and review for accuracy and compliance.

☐ Advise Director of benefit related issues and provide resolution.

☐ Provide on-going customer service and response to inquiries regarding benefit related policies, procedures and programs to active and separated employees and beneficiaries.
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<tr>
<th>Requirement</th>
<th>Details</th>
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<tr>
<td>Develops and executes best practices in monitoring, auditing, and implementing MCN benefits.</td>
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<td>Ensures Benefit Division positions have updated job descriptions on file.</td>
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<td>Coordinates with Training Specialist on new hire onboarding benefit enrollment.</td>
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<td>Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources benefits administration; applies this knowledge to communicate changes in policy, practice, and resources to Human Resources Director.</td>
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<td>Analyzes and interprets data to create reports on a weekly/quarterly/as needed basis in areas of responsibility.</td>
<td>□</td>
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<td>Responsible to maintain HIPPA compliance.</td>
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<td>Performs other duties as assigned.</td>
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**Minimum Requirements:**

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<tr>
<td>Education: Bachelor's degree in Human Resources, Business Administration or related field.</td>
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<tr>
<td>Experience: Two years related experience in benefits administration, to include but not limited to experience with supervising direct reports.</td>
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<td>Special skills:</td>
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<tr>
<td>□ Excellent interpersonal, conflict resolution, verbal and written communication skills.</td>
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<td>□ Excellent time management skills with a proven ability to meet deadlines.</td>
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<td>□ Strong analytical and problem-solving skills.</td>
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<td>□ Strong supervisory and leadership skills.</td>
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<td>□ Ability to act with integrity, professionalism, and confidentiality.</td>
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<td>□ Knowledge of principles and practices of supervision, training and motivation.</td>
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<td>□ Knowledge of principles, practices, terminology, laws and regulations of benefits administration.</td>
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<tr>
<td>□ Proficient with Microsoft Office Suite or related software.</td>
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<td>□ Proficiency with or the ability to quickly learn MCN’s HRIS system and benefit vendor systems.</td>
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</tr>
<tr>
<td>Certifications and licenses: n/a</td>
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**Preferred Requirements:**

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<td>Education: Master’s degree in Business Administration or related field.</td>
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<td>Experience: Five years’ experience in management.</td>
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<td>Special skills: Experience working in a diverse multi-cultural organization. Knowledge of the Muscogee (Creek) Nation.</td>
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<td>Certifications and licenses: SHRM-CP, SHRM-SCP, or THRP.</td>
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**Valid Oklahoma Driver’s License required?** Yes
Please list any additional licenses required: n/a

Customer Service: Responds promptly to customer needs; Responds promptly to voicemails and emails.

Professionalism/Interpersonal Skills: Maintains confidentiality; Keeps emotions under control; Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position.

Time Management: Prioritizes and plans work activities; Uses time efficiently; Sets goals and objectives.

Oral Communication: Speaks clearly and persuasively in positive or negative situations; Participates in meetings.

Written Communication: Writes clearly and informatively; Able to read and interpret written information.

Analytical Skills: Collects and researches data; Uses intuition and experience to complement data.

Teamwork: Balances team and individual responsibilities; Exhibits objectivity and openness to others’ views. Gives and welcomes feedback; Contributes to building a positive team environment; Supports everyone’s efforts to succeed.

Leadership: Inspires respect and trust; Motivates and effectively influences others; Provides appropriate recognition; Identifies and resolves problems in a timely manner; Uses sound judgement; Makes timely decisions. Works within the approved budget; Conserves organizational resources.

Ethics: Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values. Adheres to policies and procedures.

Organizational Support: Follows policies and procedures; Supports organization’s goals and values.

Quality: Demonstrates accuracy and thoroughness.

Quantity: Completes work in timely manner.

Safety and Security: Observes safety and security procedures, including cyber security.

Attendance/Punctuality: Regular and on time attendance. Arrives at meetings and appointments on time.

Dependability: Follows instructions, responds to management direction; Takes responsibility for own actions.

Physical Demands: While performing the duties of this Job, the employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move:

- Up to 50 lbs.
- Up to 100 lbs.
- Over 100 lbs.

☐ Physical Exam Required
Work Environment:
The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.
While performing the duties of this Job, the employee is regularly exposed:

- [ ] Fumes or airborne particles
- [ ] Outside weather conditions
- [ ] Toxic or caustic chemicals
- [ ] Risk of electrical shock
- [ ] Vibration
- [ ] Loud Noise

Would this Open Position be considered a Safety Sensitive Position?  Check All that Apply

Note: If any box is checked THIS IS A SAFETY SENSITIVE POSITION (No failed drug test is tolerated).

- [ ] The handling, packaging, processing, storage, disposal or transport of hazardous materials.
- [ ] The operation of an MCN vehicle as part of your primary job function, operation of equipment, machinery or power tools.
- [ ] Repairing, maintaining or monitoring the performance or operation of any equipment, machinery or manufacturing process (preparing food where knives and kitchen equipment is used), which could result in injury or property damage.
- [ ] Performing Firefighting, First Responder or EMT duties.
- [ ] The operation, maintenance or oversight of critical services and infrastructure including but not limited to, electric, gas, and water utilities, power generation or distribution.
- [ ] Dispensing Pharmaceuticals.
- [ ] Direct patient care or Direct Child, Elderly, or Disabled care.
- [ ] An individual performing security, surveillance or law enforcement duties.
- [ ] Jobs/positions within MCN governed under the rules/jurisdiction of the Dept. of Transportation.
- [ ] None of these apply.

Disclaimer:
The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:
Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.

MCN Policy Requirements:
All Employees are subject to pre-employment background checks and drug testing. According to MCN Policy Section 502:Page 12/Section 503 110-111. All applicants must pass a drug test before beginning work. Any candidate who fails or refuses a drug test shall be withdrawn from employment consideration.
Medical Marijuana License Holder Protection and Non-Discrimination
A. Unless a failure to do would cause The Muscogee (Creek) Nation to imminently loose a monetary or licensing related benefit under federal law or regulations and with the exception of employees whose jobs are safety sensitive or primary job function is driving, The Muscogee (Creek) Nation shall not discriminate against a person in hiring, termination, or imposing any term or condition of employment or otherwise penalize a person based upon either: a. Solely, the person’s status as a medical marijuana license holder; or b. Solely, the results of a drug test showing positive for marijuana and its components. B. Employees that are medical marijuana card holders shall not use, possess or be under the influence while at their place of employment or during hours of employment.