

JOB TITLE: Benefits Specialist

LOCATION: History Center - 345 W Kellogg Blvd., St. Paul, MN 55102

COMPENSATION: \$57,366.40 annual minimum

STATUS & HOURS: Full-time, regular (approximately 2,080 annual hours) position.

BENEFITS: Eligible to participate in State Employee Group Insurance Program and a retirement program with employer contribution. Generous vacation and sick time accruals with additional paid holidays.

DESIGNATION: Bargaining Unit AFSCME Local 3173

POSTING DATE: October 4, 2024

DEADLINE DATE: Open Until Filled

TO APPLY: Interested applicants must apply online at the Minnesota Historical Society's career center at www.mnhs.org/jobs and include a resume and cover letter by the application deadline date.

DESCRIPTION: This position provides professional support for MNHS benefit initiatives including managing the day-to-day administration of our health insurance program, retirement programs, and other benefit programs. MNHS currently participates in the State Employee Group Insurance Program ("SEGIP"). This position also provides professional guidance and support to other human resources employees for the effective design, delivery and maintenance of key department systems and processes.

SUMMARY OF WORK: 1) Process and coordinate the administration of the insurance and wellness programs; 2) Administer the MNHS leave of absence programs; 3) Administer the MNHS workers' compensation program; 4) Administer the MNHS retirement program; 5) Coordinate the Annual Minnesota Combined Charities event and process pledges; 6) Participate in professional organizations and professional development as requested; 7) Develop positive working relationships with both internal and external constituents so that excellent customer service is provided; and 8) Work collaboratively with the People and Culture team to provide support and back-up for achieving department goals and objectives and to ensure the needs of MNHS staff and external customers are met.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent experience.
- Five years of experience in a human resources department or equivalent.
- Demonstrated ability to learn and administer employee benefits programs.

DEMONSTRATED SKILLS IN OR KNOWLEDGE OF:

- Applying benefit laws, policies, and best practices.
- Using, implementing, and training others on benefit applications, software and procedures.
- Performing accounting/reconciliations of benefit accounts.
- Proficiency in Microsoft Excel and Google Sheets skills, and other Microsoft Office applications.

- Communicating, both orally and written, including preparing and delivering reports and presentations.
- Technology skills necessary to develop quality project, report, and program documentation.
- Thinking imaginatively and problem solving.
- Customer service and interpersonal communications skills sufficient to establish and maintain effective working relationships.
- Multitasking, working effectively under pressure to meet deadlines, prioritizing and adapting to changing priorities.
- Working independently and taking individual initiative while also being able to collaborate effectively and contribute positively in a team environment.
- Strong analytical and organizational skills with a demonstrated results orientation.
- Gathering data, analyzing, and organizing information into action plans.
- The practice, methods and techniques of process improvement.

DESIRED QUALIFICATIONS:

- Experience in a non-profit or public sector human resources environment
- Knowledge of the SEGIP and State of Minnesota retirement programs
- Experience with third party benefit administration.
- Experience in HRIS systems.

Should you have questions with the application process, email humanresources@mnhs.org or call MNHS Job Line at 651-259-3181.

At MNHS, we don't just accept difference — we celebrate it, we support it, and we thrive on diversity for the benefit of our employees, our products and services, and our community. The Minnesota Historical Society believes that an inclusive culture among our team members is critical to our success as a historical society and museum, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. The Minnesota Historical Society is proud to be an equal opportunity workplace and employer.