Human Resources
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Benefits Manager

JOB CODE	JOB FAMILY	PROFILE
JCM427	**Human Resources**	**Benefits Manager**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$78,582.00 - $124,093.00**	**September 21, 2026**

The Compensation & Benefits Manager administers Bernalillo County benefits, including health and welfare, life and disability, Family and Medical Leave (FML), the Americans with Disabilities Act (ADA), reasonable accommodations, leave of absence requests, return-to-work processes, rewards and recognition/service awards, and wellness programs. This leadership role offers the opportunity to strategically design cutting-edge, cost-effective benefits and guide the wellness program to the next level. Supervision responsibilities include hire selection, training oversight, performance assessment, coaching, disciplinary action, and termination decisions.

Job Description

DUTIES AND RESPONSIBILITIES

- Administers the County's self-funded health insurance program and budget; maintains and evaluates financial records, program costs, and claims/utilization reports.
- Administers employee benefits programs, including medical, dental, vision, life, and disability (short- and long-term), retirement, voluntary benefits, wellness programs, and the BernCo Wellness Center.
- Evaluates employee benefits needs, develops benefits programs, and makes recommendations to the Total Rewards Manager, Human Resources Director, and County leadership.
- Reports monthly cost projections and other relevant data; recommends plan design strategies for cost containment.
- Develops Request for Proposal (RFP) for new or revised benefits plans. Coordinates annual benefits implementation, including open enrollment and communication strategies to inform employees of changes.

- Stays current on trends, best practices, and regulatory changes to recommend appropriate benefit modifications.
- Administers employee requests for reasonable accommodations under the ADA.
- Administers the Family and Medical Leave (FML) program.
- Administers the BernCo Military Leave Program.
- Administers the BernCo Education Program.
- Ensures County compliance with the Affordable Care Act, IRS, Department of Labor, and other regulatory agencies.
- Reviews and analyzes federal and state law changes; advises the Total Rewards Manager and HR Director on necessary updates.
- Responds to benefits inquiries and complaints to ensure timely, equitable, and courteous resolutions.
- Oversees maintenance of enrollment and claims records for all benefits plans; audits functions for accuracy and performance.
- Oversees the Benefits New Employee Orientation Program.
- Conducts training on personnel policies, federal and state regulations, and ADA compliance.
- Leads efforts to transition benefits administration to a paperless, self-service environment to reduce costs and improve efficiency.
- Develops and maintains benefits statistics; tracks wellness program usage and performs cost-benefit analysis; creates forecasting tools and dashboard reports.
- Delivers ongoing training on benefits-related policies, procedures, and laws.
- Participates in benefits surveys and analyzes results.
- Develops and coaches direct reports through regular feedback and performance development discussions.
- ***The above information is intended to outline the general nature and scope of the duties required for this position. It is not an exhaustive list and may vary depending on specific job assignments and responsibilities.***

MINIMUM QUALIFICATIONS

- Bachelor’s degree in Human Resources, Business Administration, Public Administration, or Health and Wellness.
- Nine (9) years of work experience in progressive experience with benefits, wellness and rewards, or recognition.
- Two (2) years of experience in a managerial role.

Any equivalent combination of related education and/or experience may be considered for the above requirements.

SUPPLEMENTAL INFORMATION

PREFERENCES

- SHRM-CP, SHRM-SCP, CEBS, OR CBP certifications are highly desired.

SCREENING AND COMPLIANCE

The offer of this Bernalillo County position requires compliance with the following:

- Successful completion of a post-offer employment medical examination and background investigation.
- Adherence to all County safety guidelines.
- Complete all FEMA training(s) assigned to this position.
- Possession of a valid New Mexico driver’s license by the date of hire and maintenance of a valid license while employed in this position.
- Complete required supervisor training, if applicable.

WORKING CONDITIONS

- Performs essential duties indoors in a temperature-controlled environment.
- Works primarily on an even, dry, carpeted or tiled floor surface.
- Works independently with or without direction; occasionally works in groups or with a designated team.

EQUIPMENT, TOOLS, AND MATERIALS

- Uses telephones, projectors, computers, and copiers to perform essential duties.
- Handles various types of paperwork and office materials as part of regular job functions.