Human Resources
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Benefits Specialist

JOB CODE	JOB FAMILY	PROFILE
JCP251	**Human Resources**	**Benefits Specialist**
PAY TYPE	**PAY RANGE**	**REVISION DATE**
Salary	**$54,018.00 - $85,363.00**	**July 7, 2026**

The Benefits Specialist handles all inquiries regarding county insurance and benefits to ensure employees receive the proper benefits and assistance with insurance-related issues and concerns. The classification assists the Benefits Manager with planning, coordinating, and implementing the annual countywide open enrollment. The Benefits Specialist has in-depth knowledge of both benefits and the federal and state laws that govern them. The classification participates in new employee orientation and covers all aspects of employee benefits, including health, dental, and vision insurance, as well as the Family Medical Leave Act (FMLA), the Americans with Disabilities Act (ADA), and all leave-related benefits. Responsible for file maintenance and retention of confidential departmental records.

Job Description

DUTIES AND RESPONSIBILITIES

- Assists the third-party administrator with leaves of absence, including but not limited to the Family Medical Leave Act (FMLA) and Short-/Long-Term Disability leave. Assists employees with the application process.
- Coordinates with the Benefits Manager, managers/supervisors, and the County legal team on all requests and approvals related to the Americans with Disabilities Act (ADA), Military Leave, and Leave Without Pay (LWOP).
- Provides quality customer service to employees and external customers regarding core benefit plans, eligibility, and enrollment. Responds to phone, written, and in-person inquiries within a reasonable timeframe.
- Maintains confidential records, correspondence, and documentation for employees on leave.

- Informs and educates employees through scheduled meetings, presentations, or New Employee Orientation on plan changes, updates, eligibility requirements, enrollment processes, and other relevant information to support informed decision-making.
- Ensures compliance with all federal and state laws and benefit policies.
- Assists with the coordination of annual open enrollment periods and communicate benefit changes to employees. Assists the Benefits Manager with updates to the employee benefit booklet.
- Assists employees filing for retirement and disability-related retirement under the Public Employees Retirement Act (PERA) and through Social Security.
- Assists the Benefits Manager with the development of benefits-related policies and procedures to ensure compliance with laws and regulations. Recommends improvements to existing policies and procedures. Implements approved changes and ensures ongoing compliance.
- Assists the Benefits Manager with the implementation of department goals and objectives.
- Provides ongoing reports and feedback to the Benefits Manager regarding progress toward department goals and objectives.
- Verifies and audits all data entry for health, dental, vision, life insurance, deferred compensation, and supplemental insurance benefits to ensure accuracy.
- Ensures timely COBRA filing for County employees who are terminated or separated, including dependents who lose coverage due to age limits.
- Assists with the development, coordination, preparation, editing, and submission of confidential reports as requested by management.
- Assists with the preparation of statistical reports.
- Handles sensitive and/or confidential records, plans, documents, or decisions that require strict confidentiality.
- Understands that not all positions include every duty listed; the allocation of duties depends on the time spent performing each essential function.
- ***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, Health and Wellness, or related field.
- Two (2) years of related work experience in Human Resources benefit programs.

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

SUPPLEMENTAL INFORMATION

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

- All essential duties are performed indoors.
- Duties are performed in a temperature-controlled environment.
- Duties are performed on an even surface, which may be carpeted or tiled. The working surface is typically dry.
- Work is done primarily alone and can be done with a select team at times.

EQUIPMENT, TOOLS, AND MATERIALS

- Equipment typically used in the performance of office duties includes a telephone, a computer terminal, a computer printer, a computer keyboard, a typewriter, a photocopy machine, a fax machine, and a calculator.
- Materials and products handled while performing essential duties include files, forms, reports, various other paperwork, and a wide variety of basic office supplies.
- May be required to drive a county vehicle in the course of duty.