JOB TITLE: Benefits Specialist

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

COMPENSATION: $55,702.40 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: January 5, 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 exists to provide lead professional support for the Minnesota Historical Society (MNHS) human resources benefit related initiatives including employee insurance, retirement programs, and a variety of other benefit programs. This position also provides professional guidance and support to other human resources staff for the effective design, delivery and maintenance of key department systems and processes.

SUMMARY OF WORK: 1) Lead the administration of the insurance and wellness programs; 2) Administer the MNHS leave of absence program; 3) Administer the MNHS workers’ compensation program; 4) Administer the MNHS retirement program; 5) Coordinate the Annual Minnesota Combined Charities event and process pledges; and 6) Work collaboratively with Human Resources, Volunteers & Interns staff 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 working in a Human Resources department or equivalent.
- Experience in benefits administration and knowledge of group insurance programs and FMLA requirements.
- Demonstrated ability to learn and administer benefit and retirement programs, health & wellness initiatives, workers’ compensation and leaves of absence.
- Demonstrated ability to learn new technology and accurately perform data entry.
- Willingness and ability to travel to MNHS sites within the state of Minnesota.
- Valid driver’s license.
- Ability to lift 10 pounds.
DEMONSTRATED SKILLS IN:

- Planning, implementing, and advancing equity, inclusion, and access work in the HR field.
- Customer service and interpersonal communications skills sufficient to establish and maintain effective working relationships.
- Strong interpersonal and written and verbal communication skills.
- Strong detail orientation with the ability to synthesize and organize complex information and maintain/upgrade systems and processes.
- Strong organization and documentation skills.
- Working successfully with diverse groups of people.
- Thinking imaginatively and problem solving.
- Multitasking, working effectively under pressure to meet deadlines, prioritize and adapt to changing priorities.
- Working independently and taking individual initiative while also being able to collaborate effectively and contribute positively in a team environment.
- Building relationships with outside vendors to support employee benefit program administration.
- Handling sensitive information and maintaining confidentiality.
- Record keeping skills sufficient to maintain thorough and accurate records.
- Analyzing data, making recommendations, and preparing summary reports.

KNOWLEDGE OF:

- State and federal laws and regulations relating to human resources administration.
- Retirement, workers compensation and safety programs.
- ADP, PeopleSoft, and SemA4 software or an equivalent human resources information system.
- Microsoft Word and Google Suite applications.

DESIRED QUALIFICATIONS:

- Knowledge of the State of Minnesota Group Insurance Program.
- Knowledge of the State of Minnesota retirement programs.
- Experience working in a non-profit environment.
- Experience working with third party benefits administration.

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.