OKLAHOMA STATE SENATE
Vacancy Announcement
Personnel & Benefits Coordinator

JOB DESCRIPTION

Seeking an experienced and motivated human resources professional with outstanding customer service skills and ability to establish a working rapport with members of the Senate and Senate employees. The Personnel & Benefits Coordinator provides assistance to Senators and Senate employees for benefits and employee relations needs.

PRIMARY RESPONSIBILITIES:

- Enhances the Senator and employee experience by providing outstanding human resources support around benefits, employee relations, and other HR information and needs.
- Coordinates annual benefits open enrollment activities and ensures Senator and employee completion of required elections.
- Provides assistance to Senators and employees by interpreting and explaining employee benefit plans, assists in processing plan coverage changes, and troubleshoot benefit issues; processes retirement forms including vesting and withdrawal options for departing Senators and employees.
- Explains state and federal laws, rules and regulations pertaining to benefits, leave, and other human resources transactions.
- Composes, summarizes, prepares and updates materials and answers Senator and employee questions regarding benefit changes and issues concerning health, dental, vision, FSA, HSA, life insurance, beneficiary, and more.
- Assists new Senators and employees with enrollment in Oklahoma Public Employees Retirement System (OPERS) or Pathfinder, as applicable.
- Audit timekeeping records for compliance with established standards including Senate policy, state and federal regulations; occasional data entry of time and leave; review time and attendance records; explains laws and rules pertaining to various types of leave including Family and Medical Leave Act (FMLA), military leave, shared leave, state employee maternity leave, and Senate leave policies.
- Keeps record of parking lot assignments, addresses complaints and requests, makes changes and assigns parking for visitors.
- Maintains confidential employee records and filing systems in compliance with Senate policy, following all state and federal laws and regulations along with any applicable regulations.
- Performs other work as required and assigned.

KNOWLEDGE AND SKILLS WE ARE SEEKING:

- Knowledge of Oklahoma state laws pertaining to the benefits provided to state employees.
- Demonstrated ability to analyze and interpret decisions in accordance with state statutes.
- Knowledge of human resources management policies and procedures.
- Robust work ethic, effective time management, and organizational skills, including ability to manage multiple projects.
- Ability to handle confidential work.
- Knowledge of records maintenance processes.
- Demonstrated skill in business communications, including proficient in spelling, punctuation, and business English, and modern office methods and procedures.
- Ability to establish and maintain effective working relationships with others.
- Effective communicator.
- Advanced computer skills with Microsoft Office products.

Open: 3/8/2024
Close: 3/22/24 or
            Until filled

- Basic knowledge about the legislative process and terminology.
- Requires skill in following oral and written instructions and making routine decisions in accordance with Senate policy.
- Self-motivated and able to work independently to accomplish assigned tasks.

EDUCATION AND EXPERIENCE:
Bachelor's degree from an accredited university in human resources or closely related field; or
Four (4) years of professional experience in human resources management or development; or
An equivalent combination of education and experience.

Interested candidates may email a resume to hrsenate@oksenate.gov or mail or deliver to:
Oklahoma State Senate, HR/Personnel Services
2300 North Lincoln Blvd, Room 309.1C
Oklahoma City, OK 73105-4808.

SALARY – Commensurate with education, related work experience, skills and knowledge, including an excellent state employee benefit package.