

Position Title Compensation, Benefits & HRIS Specialist

FTE 1.00

Compensation Type Salary

Salary Minimum \$45,901.00

Benefits Medical, dental & vision, paid vacation, sick time and 10 holidays/year, with 2 paid personal days. Life insurance provided, long and short-term disability coverage. Retirement Plan, with MCC contribution of 7% beginning after six months of employment.

Location City Akron

Location Country United States

Location Description Akron PA preferred location, with possibility for successful candidate to work from the EC Regional office in Philadelphia PA.

Akron PA (pop 3,900) is a mid-sized town in Lancaster County, Pa., about 10 miles from Lancaster City (pop. 60,000). In 2010 the Akron Elementary School next door to the MCC office reported students newly arrived from 10 countries speaking multiple languages. Lancaster County is home to large Mennonite, Amish and Brethren in Christ communities characterized by theological as well as racial/ethnic and cultural diversity in addition to many other church traditions. Millersville University, Franklin and Marshall College, and Elizabethtown College (founded by Church of the Brethren) are located in Lancaster County. There are a number of smaller private, Bible and community colleges.

Lancaster City is ethnically diverse, with significant numbers of immigrants. The city is located within driving distance of Washington DC, Baltimore, Philadelphia, New York, Delaware beaches and the Jersey shore. Lancaster City is a place where historic preservation and a cutting-edge arts scene live and thrive side by side. It is a city that values the cultural, ethnic, and diverse lifestyles of its residents. The City of Lancaster is never short on exciting attractions and events from baseball games to community celebrations, to kids museums to operas, there is always something unique to experience in Lancaster City. The vibrant arts community of Lancaster City is an integral part of its rich and diverse culture; museums, an art college, live theater, musical performances, plus galleries, and artist studios.

Approximately 85 MCC U.S. staff work in Akron with another 24 MCC East Coast staff who work three miles away in the MCC East Coast Ephrata Office and/or Philadelphia Office. The Akron office is an open office environment, featuring dividers between departments rather than walls.

Philadelphia: If the role is filled in Philadelphia, there will be a 7.5% Geo Diff added to the salary.

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| Applications Close Date | Jun 27, 2018 |
| Start Date | Aug 06, 2018 |
| Start Date Flexible | Yes |
| Term Length | Indefinite |

Qualifications

All MCC workers are expected to exhibit a commitment to: a personal Christian faith and discipleship; active membership or participation in a Christian church; and nonviolent peacemaking. MCC is an equal opportunity employer, committed to employment equity. MCC values diversity and invites all qualified candidates to apply.

- 3 years' experience in one or more of these areas: compensation/FLSA/payroll, benefits administration, HRIS administration (or other database experience), and HR best practices
- Minimum education required is High School Diploma, candidates with HR certification, BA degree or equivalent life experience will be preferred
- Proficiency in Office Suite, high proficiency of Excel expertise preferred
- Excellent English communication skills, both written and oral, combined English and Spanish proficiency preferred
- Intercultural Experience and Competencies
- Demonstrated relationship and communication skills; excellent customer service skills
- Demonstrated abilities in critical evaluation, ethical practices, organization of work and attention to details
- Ability to keep personnel information in confidence

Job Synopsis The Compensation, Benefits and HRIS Specialist is responsible for domestic compensation and benefits administration. The person in this role provides direct customer service to MCC staff across the U.S. and interacts with benefits vendors.

As Specialist, you are a Superuser of the Human Resources Information System (HRIS) and are responsible to maintain the integrity of data for U.S. domestic workers and U.S. citizens in the system. The Specialist role focuses on the support and maintenance of data and personnel files in the HRIS. This position serves as a technical point of contact for the HRIS. The Specialist assists in ensuring data integrity, testing of system changes, report writing and analyzing data flows for process improvement opportunities.

Relationships: Initiates and responds to extensive contact with applicants, domestic program service workers and employees, as well as domestic supervisors. Excellent written and oral communication skills. Must maintain the utmost in confidentiality standards.

Supervision: This position has no supervisory responsibilities

Competencies: Must be competent in Human Resource functions including compensation and benefits, employment law, employee relations, and policy interpretation and have a keen knowledge of available HR resources. This position requires extensive research and education in best practices, policy, and solutions to meet the HR needs of MCCs domestic service programs. This role has customer service & analytical requirements to think beyond the presenting situation/symptoms, Chairs the MCC U.S. Classification Review Team, is primarily responsible for MCC U.S. domestic comp and benefits administration, including payroll. This role routinely uses standard office equipment.

Independence: This person is a key HR teammate and will also work well independently. The majority of the time is spent multitasking with frequent interruptions. Interprets MCC policies and benefits within best HR practice

End Result: This role ensures Integrity of domestic data in HRIS by initiating best practices for the US HR Network, carries out compensation and benefits administration and fulfills reporting requirements to vendors.

Challenges

Key Responsibilities Major Responsibilities

Compensation & Benefits 30%

HRIS 30%

General HR Duties 20%

Technical 20%

Tasks:

COMPENSATION

1. Assist HR Director to ensure that MCC US compensation meets or exceeds applicable compliance requirements, reporting to regulatory agencies as necessary.

2. As directed, apply Annual Service Adjustment (ASA) and Cost of Living Adjustment (COLA) for MCC U.S. staff.
3. Assist managers with compensation-related issues.
4. Provide domestic employee salary quotes, including calculating medical premiums for new hires.
5. Under direction of relevant Policy(ies), administer compensation benefits for MCC U.S. workers, including medical claims, dental, vision, FSA, EAP, life insurance, LTD and FMLA.
6. Communicate all relevant payroll adjustment information to Financial Services.
7. Respond to employment verification requests.
8. Complete salary surveys/studies as directed.

BENEFITS ADMINISTRATION

1. Under direction of relevant Policy(ies), process and document benefits for US workers. This includes: medical claims, dental, vision, FSA, EAP, life insurance, LTD and FMLA Compensation, Moving Expenses, Extensive Travel, Education of Children.
2. Process, administer and document all leave of absence and disability requests: medical, personal, disability, accident and death claims, worker's compensation and FMLA. Effectively interprets FMLA and ADA implications as they relate to leaves of absences/disabilities.
3. Responds to retirement account inquiries from staff relating to enrollments, plan changes and contribution amounts.
4. In collaboration with HR Director, ensure that MCC US benefits meet or exceed applicable compliance requirements, reporting to regulatory agencies as necessary.
5. Coordinate with MCC U.S. Training and Development Coordinator and Regional HR Coordinators to educate managers about relevant leave/benefit information; field inquiries from staff.
6. Develop communication tools to enhance understanding of the organization's benefits package. Ensure Benefits Summaries are current and published to staff.
7. Ensure the accuracy of all benefits enrollment data in the HRIS. Provide vendors and staff with accurate eligibility and enrollment information. Carry out the open enrollment process. Process and document enrollment changes, TMC (MCCs version of COBRA), beneficiaries, etc.
8. Gather employee data and oversee the processing of monthly billings and the preparation of vouchers for payment of administrative fees for all group plans. Allocate group health, major medical and dental/vision claims to appropriate accounts.
9. Serve as primary contact for plan vendors and third-party administrators. Coordinate transfer of data to external contacts for services, premiums and plan administration. Evaluate and revise internal processes to reduce costs and increase efficiency. Ensure timeliness and accuracy of required reporting and fees.

10. Calculate major medical expenses via monthly vendor reports and file major medical claims through vendor.

HRIS

A. Data Integrity

1. Maintain integrity of data for domestic staff and U.S. citizens and their relevant forms in HRIS, retain appropriate files. Run queries and analyze data. Initiate efforts and procedures to maintain data integrity, troubleshoot and recommend solutions.
2. Write, maintain and support a variety of reports or queries using appropriate reporting tools. Assist in development of standard reports for ongoing customer needs. Assist with ad hoc report requests.
3. Process all MCC U.S. HR Requests, initiating next steps and collaborating with colleagues to completely process the request. Function as HR Approver in HRIS, for employee/service worker adjustments, including payroll status/ term changes, address changes, etc.
4. Maintain current absence accrual information for domestic staff and perform absence adjustments for FTE changes, FMLA and vacation donation.
5. Data entry for all domestic service workers, including generating job offers/ROAs for MCC US service workers as needed.
6. Develop user procedures, guidelines and documentation.
7. Ensure data integrity to facilitate smooth interface with Financial Services & Donor Relations software(s).
8. Recommend process/customer service improvements, innovative solutions, policy changes and/or major variations from established policy that must be approved by appropriate leadership prior to implementation.
9. Assists with HRIS upgrades, patches, testing and other technical projects as assigned.
10. Work with HRIS colleagues, IT and FS staff to ensure that the HRIS meets compensation needs and is updated to reflect changes to salary structures, etc.
11. Through reading, webinars, classes or other mechanisms, continuously increase both HR knowledge and HRIS application/tools knowledge.

B. Training

1. Train new system users and U.S. staff on new processes/functionality.
2. As assigned by Superuser Group, develop, conduct and maintain up-to-date HRIS process/functionality training and materials that are accessible within HRIS, published to MCCs intranet and/or shared personally with colleagues and end users.

C. Collaboration

1. As part of Superuser Team of HRIS, ensure continuity and successful delivery of functional HRIS services to users throughout the organization. Collaborate with HRIS superusers to coordinate application of upgrades; maintain HRIS system tables, document processes and results. Actively participate and make contributions in meetings.
2. Collaborate with HRIS Specialist & Project Coordinator as needed. Examples include: Absence/vacation accruals, troubleshooting.
3. Collaborate with IT when correcting data, altering database fields or updating parts of the HRIS which integrate with other systems. Participate in regular HRIS Administrator and IT meetings.
4. Utilize Excel spreadsheets to manually track unusual situations which are not accommodated within the HRIS and communicate with Financial Services or other departments as needed.
5. Provide HRIS support, including general problem-solving, and resolving unexpected results or process flaws. Liaison with HRIS' Customer Service Staff.

D. Help Desk

1. Primary person to answer US & Regional Qs about HRIS. Assist regional HRCs with process requiring admin level access such as looking up service history, transferring between HR departments or managing FTE changes.
2. Provide daily support needed to ensure a successful HRIS. This position is responsible for the overall end user training programs within MCC U.S. and HRIS' intranet page.
3. Respond and resolve help desk inquiries.

General HR Duties

1. Chair US Classification Committee and enter resulting Grade info into HRIS.
2. Assist with new domestic staff Entrance Interviews, communicating compensation and benefit information, process and onboard new hires to the MCC U.S. staff, and retrieve, document, and ensure compliance re: I-9 Forms, W-4 forms, and Local tax forms.
3. Ensure current relevant U.S. payroll, tax, benefits, and other forms are available to staff and/or US HR Network via appropriate technology (HRIS, Hub and/or IT Drive).
4. Preview domestic contracts/consultant agreements, and those of U.S. citizens with International Shared Program, to ensure MCCs compliance with U.S. labor laws. Enter relevant information into HRIS.
5. Co-chair Safety Committee

Other duties as assigned.