

The Santa Rosa Rancheria is accepting applications for the following position. Applications are available at the Human Resources Department, Monday-Friday from 8am-5pm, (Excluding Holidays) or you may contact the Human Resources Department at (559) 924-1278 ext. 4003 or visit our Tribal Website at [www.tachi-yokut-nsn.gov](http://www.tachi-yokut-nsn.gov)

### Job Requisition Form

**Department:** Human Resources

**Position to be Filled:** Benefits Processor

**Required Qualifications/Essential Duties:**

- Must have Associates Degree in Human Resources, business or public administration or three (3) years related experience- **Required;**
- Valid California Drivers License- **Required;**
- Must be insurable through companies carrier and maintain throughout employment- **Required;**
- Provide for effective implementation of current employees, SRR Tribal Members, and SRR Tribe Entities benefits programs by enrolling employee's, assist them regarding benefits, resolving employee/SRR Tribal Member complaints, overseeing third-party administrator and insurance companies. This includes medical, dental, and vision; pension plans; disability plans, life insurance; and any other program;
- Ensure accurate payment of all premiums by verifying all invoices/statements received, checking all statistical data relative to enrollment, claims, and cost. Resolve administrative problems with the carriers;
- Ensure compliance with all applicable government regulations, e.g. ERISA, COBRA;
- Ensure accurate information is provided to employees regarding COBRA benefits, pension distributions, HIPP, HIPAA, and so on;
- Maintain accurate records of all employees on COBRA;
- Provide for effective administration of the pension/savings plans by coordinating all requirements with the Finance Department and third-party vendors;
- Provides for accurate and timely government reporting by coordinated requirements with the Finance Department and appropriate vendors;
- Ensure Payroll is given all applicable information for benefits enrollment. This includes dependent coverage, effective date, co-pay and contribution levels;
- Ensure timely distribution of Summary Plan Descriptions for all benefit plans to covered employee's, SRR Tribal Members, and SRR Tribe Entities;
- Audit and reconcile monthly invoices from vendors for payment;
- Ensure specific state WorkComp laws and requirements are met;
- Process WorkComp claims in a timely manner;
- Process employee DMV reports for driving eligibility;
- Other duties as assigned;
- Drive company vehicle or personal vehicle to conduct business on behalf of the Human Resources Department.

**Reports To:** Director

**Starting Rate of Pay:** \$23.25 per hour (Non-Exempt)

**Approximate Hours:** 40+ hrs per wk

**Date Posted:** August 18, 2021

**Deadline:** Open Until Filled

\_\_\_\_\_  
Department Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Director

\_\_\_\_\_  
Date

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.