



## POSITION DESCRIPTION

**POSITION TITLE:** Regional Benefits Administrator      **DEPARTMENT:** Payroll  
**CLASSIFICATION:** Non-Management      **APPROVED BY:** **Regional Lead – Corporate Services & Chief Financial Officer**  
**UNION:** Out of Scope      **DATE APPROVED:** February 12, 2019

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### REPORTING RELATIONSHIPS

**POSITION REPORTS TO:** Regional Manager - Payroll

**POSITIONS SUPERVISED:** N/A

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### POSITION PURPOSE

The Regional Benefits Administrator provides support to the Regional Manager - Payroll by handling the administrative requirements of employee benefits plan (HEB Manitoba, Blue Cross, CSSB) as necessary on a bi-weekly, monthly and annual basis.

The incumbent exercises the appropriate high level of initiative and independent judgment in determining work priorities, work methods to be employed and action to be taken on unusual matters. The position functions in a manner that is consistent with the mission, vision and values; and the policies of Southern Health-Santé Sud.

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

Duties and functions include but are not limited to the following:

- Provides support to the Regional Manager - Payroll:
  - Assists and supports Regional Manager - Payroll in providing and maintain a high-level regional payroll/benefit service, and obtaining compliance from the facility Payroll Clerks in meeting this goal.
  - Assists facility Payroll Clerks in following regional procedures.
  - Answers enquiries received from facility Payroll Clerks and others as directed by the Regional Manager - Payroll.
- Communicates and interacts extensively with facility Payroll Clerks, employees, insurance and retirement plan providers.

- Understands Southern Health-Santé Sud's health plan benefits and coverage, deductibles, premiums, etc. in order to assist employees to understand HEB Manitoba's benefit plans.
- Performs the following tasks as well as mentors facility Payroll Clerks to:
  - Resolve employee issues with insurance providers.
  - Consult with employees about eligibility.
  - Review bi-weekly payroll deductions.
  - Provide new employees with explanation of benefits.
  - Process enrolments quickly and accurately.
  - Update QHR as necessary (new employees, Leave Of Absence).
- Prepares and distributes (as necessary) the prepayment calculations and all required documentation for an unpaid Leave Of Absence (LOA), meets/follows-up with employee on a LOA as required and submits documents to HEB Manitoba.
- Completes as necessary, and reviews all Notice of Absence (NOA) and Return to Payroll (RTP) forms from facility payroll offices for accuracy and completion prior to submission to HEB Manitoba.
- Completes HEB Employer Statements; communicates with required parties on status of Disability and Rehabilitation (D&R) claims until acceptance.
- Answers enquiries from benefit providers (HEB Manitoba, Blue Cross, CSSB) as it pertains to the administration of employee benefits.
- Completes all Notice of Member Termination (NOMT) forms and submits to HEB Manitoba.
- Updates employee benefits via Blue Cross Blue Link website.
- Responsible for reconciliation of Blue Cross discrepancy report.
- Provides benefit training for new Payroll Clerks and administrative staff as needed.
- Responsible for Payroll/Benefits bi-weekly review:
  - Pay coding of all LOAs including review of start date of LOAs, return from LOAs, ensures employees have earnings, etc.
  - Status/FTE changes.
  - Benefit coverage, benefit deductions.
- Reviews all benefit forms prior to submission to HEB Manitoba.
- Calculates pre-retirement estimates and meets with retiring employees as necessary to discuss options and answer questions.
- Processes set-up of new employees, changes and terminates employees on Blue Link for Employee Assistance Program (EAP) coverage.
- Prepares third party reports as required: Surveys, EI Enquiries, Employment Verifications, etc.
- Monitor Employees on LOA (EI, Mat LOAs, HEB, WCB, MPIC).
- Provides payroll information for WCB, LTD and MPIC Claims.
- Occasionally available for additional shifts.
- Contributes to making the organization safe for patients, residents, clients and staff, and recognizes the importance of reporting unsafe situations and participating in follow up reviews as a learning opportunity.
- Pursuant to the Regional Health Authority Act, Southern Health-Santé Sud is designated bilingual (English/French). All employees accept responsibility to support clients in their official language of choice.
- Performs other duties as assigned

RESPONSIBILITIES AND ACCOUNTABILITIES ARE ASSIGNED IN BROAD ORGANIZATIONAL OBJECTIVES. THE POSITION IS SUBJECT TO REVIEW OF GENERAL EFFECTIVENESS AND ATTAINMENT OF OBJECTIVES THROUGH PERFORMANCE MEASUREMENTS.

### **PERFORMANCE MEASUREMENTS**

1. Successful completion of probation.
  2. Works within established guidelines and competencies as evidenced through regular review.
  3. The incumbent exercises initiative in carrying out tasks and demonstrates sound judgement and excellent time management skills in determining the methods to apply to tasks.
  4. The position functions in a manner that is consistent with the mission, vision, core values and the policies of Southern Health-Santé Sud.
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### **QUALIFICATIONS**

#### **EDUCATION/CERTIFICATION:**

- Grade XII education with aptitude in English and Mathematics.

#### **REQUIRED KNOWLEDGE:**

- Knowledge and proficiency utilizing Microsoft Office Suite programs.

#### **EXPERIENCE REQUIRED:**

- Previous payroll/benefits experience in computerized environment and unionized workplace.

#### **SKILLS/COMPETENCIES/CONDITIONS OF EMPLOYMENT:**

- Demonstrated accuracy and attention to detail in work performance.
  - Demonstrated ability to effectively adapt to process changes.
  - Demonstrated effective verbal and written communication skills.
  - Demonstrated strong organizational skills and ability to meet deadlines.
  - Given the cultural diversity of our region, the ability to respect and promote a culturally diverse population is required.
  - Proficiency of both official languages is essential for target and designated bilingual positions.
  - Demonstrated ability to respect confidentiality including paper, electronic formats and other mediums.
  - Demonstrated ability to meet the physical and mental demands of the job.
  - Good work and attendance record.
  - Completes and maintains a satisfactory Criminal Record Check, Vulnerable Sector Search, Adult Abuse Registry Check and Child Abuse Registry Check, as appropriate.
  - All Health Care Workers are required to be immunized as a condition of employment in accordance with Southern Health-Santé Sud policy.
  - Requires a valid Class 5 driver's license, an all-purpose insured vehicle and liability insurance of at least \$1,000,000.00.
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#### **WORK CONDITIONS:**

- No hazardous or significantly unpleasant conditions.

- May work occasionally evenings and weekends as necessary.
  - Will be required to travel to other regional facilities as the position duties may require.
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**SALARY SCALE:**

As per Out of Scope Salary Scale

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*Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.*

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined to be the minimal standards required to successfully perform the position. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*