



City of Waukeee

Human Resources Benefits Administrator

SALARY	\$34.56 - \$45.48 Hourly	LOCATION	HR - 236 W Hickman Road, Waukeee, IA
JOB TYPE	Full-Time	JOB NUMBER	2026-00040
DEPARTMENT	Human Resources	OPENING DATE	09/01/2026
CLOSING DATE	9/17/2026 4:00 PM Central		

JOB PURPOSE

The City of Waukeee is looking for a Human Resources Benefits Administrator to provide professional human resources support and administration of the City's employee benefit programs, with additional responsibility of leave management, employee records, and related HR processes. Ensures programs and processes are administered accurately, timely, confidentially, and in accordance with City policies and applicable federal and state laws and regulations.

ESSENTIAL FUNCTIONS & SUCCESS FACTORS

ESSENTIAL FUNCTIONS:

(Order of Essential Functions does not indicate importance of functions.)

- Administers the day-to-day operation of employee benefit programs including health, dental, life, long and short-term disability insurance as well as flex spending accounts, retirement plans and other voluntary benefits.
- Coordinates the City's annual open enrollment processes for employee benefits and enters employee deductions of selected benefits into the HRIS software . Tracks and administers mid-year qualifying event changes for eligible employees.
- Administers COBRA and monitors applicable monthly continuation payments.
- Reconciles monthly benefit billing.
- Administers employee leave programs, including eligibility and tracking usage, maintaining accurate records, communicating requirements and available leave options to employees, coordinating required documentation, and facilitating return-to-work processes in accordance with City policy and applicable federal and state laws.
- Assists in the recruiting, hiring, and onboarding tasks of the seasonal work force, ensuring compliance with all applicable rules and regulations.
- Manages the City's random drug testing program, worker's compensation and unemployment claims. Completes annual OSHA injury and illness reports.
- Responds to a wide array of information requests from internal and external parties, including employment verifications and information sharing with other municipalities.
- Representative to the Employee Engagement Advisory Committee. Plans, organizes and follows through on all-staff wellness events. Seeks community involvement opportunities for employees.
- Scans and files documents for retention and archiving.
- Maintains current policies, and SOPs as they pertain to HR.
- Completes HR projects as required.
- Performs other duties or assumes other responsibilities as apparent or assigned.

SUCCESS FACTORS:

- Ability to communicate effectively in English, both orally and in writing.
- Requires strong customer service skills, attention to detail, ability to work independently, and ability to communicate effectively and appropriately with all levels of City staff.
- Acknowledge and accept the department's mission, respect the department's confidentiality regulations and maintain the integrity and trust of the department.
- Uses sound judgment and problem-solving skills while following established policies, procedures, and applicable laws and regulations..
- Ability to adapt to changing priorities, interruptions, and time-sensitive situations while maintaining accuracy and professionalism..
- Demonstrates initiative and the ability to identify and address additional priorities when assigned work is completed. Continually seek and accept opportunities for personal and professional growth.
- Demonstrates sound time-management skills by effectively or efficiently organizing, prioritizing, and completing multiple assignments in a timely manner.
- Communicates professionally, respectfully, objectively, and inclusively with employees, applicants, supervisors, department heads, and members of the public. Contributes to overall City effectiveness by providing critical staff support to task forces and by participating, as necessary, in assisting all other teams.
- Maintains strict confidentiality of employee personnel, benefits, medical, leave, and other sensitive information and ensures records are maintained and disclosed in accordance with applicable laws, City policies, and established procedures.
- Attentive to city and department standards for customer service, accuracy, quality, efficiency and all city and department policies and procedures ensuring that all work performed meets those standards.

QUALIFICATIONS

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- Associate degree in Human Resources, Business Administration, Public Administration, or a related field and two years of related experience; or an equivalent combination of education and experience. Bachelor's degree preferred. Municipality experience preferred.
- PHR, SPHR, SHRM-CP, or SHRM-SCP certification preferred.
- Proficiency with Microsoft Office applications, HRIS/payroll systems, applicant tracking systems, and other software used to administer employee benefits and maintain personnel records.
- Must possess a valid driver's license and have reliable transportation available, with insurance at required state levels, for occasional travel required to perform the duties of the position.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS

PHYSICAL REQUIREMENTS:

- Able to function productively in a standard office environment accessing cabinets, shelving, work areas and office equipment.
- Able to sit for long periods of time and to maintain focus on project such as computer screen.
- Must be able to effectively communicate orally (in person and over the telephone) and in writing (using electronic devices and handwritten) in English with other employees, businesses and community members.

WORKING CONDITIONS:

- Climate controlled office with hazards typical to that environment; minimal outdoor work is required.
 - Position requires travel within and outside of the City which imposes common travel hazards.
 - To successfully fulfill the essential functions of this position, employee must maintain standard work hours within the Human Resource Department offices.
 - There is no residency requirement for this position.
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