



**Muscogee (Creek) Nation**  
**Human Resource Management Services**

Employee Requisition

PO BOX 580  
 OKMULGEE, OK 74447  
 Telephone (918) 732-7827  
 Toll-Free (800) 482-1979  
 Fax (918) 756-2284

Submitted Date 08/06/2019	Employee Requisition Number <b>ER-19256</b>	<b>JOB OPPORTUNITY</b>	
Title/Position: <b>EMPLOYEE BENEFITS COORDINATOR II</b>			
Pay Grade SG 11	Salary Range \$35,859-46,820	Classification Full Time	
Department: HUMAN RESOURCES	Location: Okmulgee	Location Code: 51	FT/PT 1-Full Time

**COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.**  
**MUSCOGEE (CREEK) AND INDIAN PREFERENCE.**

General Summary:	Under the direction of the Human Resource Manager and working in conjunction with the Office of Administration. Assists in the administration of various employee benefit plans such as life, health, dental, and disability insurance, pension plans, and unemployment in the day-to-day operations of Personnel Services
Principal Duties and Responsibilities:	<p>Essential Duties and Responsibilities:</p> <ol style="list-style-type: none"> <li>1. Enrolls on a monthly basis, eligible employees for Insurance.</li> <li>2. Enroll on a quarterly basis, eligible employees for 401 (K).</li> <li>3. Prepares, maintains and coordinates Workers' Compensation Claims and short-term disability program.</li> <li>4. Prepares and calculates monthly billing reports for payment of Group Insurance.</li> <li>5. Gives employees orientation regarding group insurance and 401 (K) funds/eligibility.</li> <li>6. Answers employee's questions regarding employee enrollment benefits.</li> <li>7. Responsible for input and retrieval of employee information such as group insurance, retirement funds and personal data.</li> <li>8. Serve as a member/chair for 401 (K) Hardship Committee.</li> <li>9. Serve as a member/chair of Holiday Schedule Committee.</li> <li>10. Develop all employee benefit summary material, presentation materials, process flowcharts and documentary systems</li> </ol>



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	<p>11. Advise management and employees of situations relating to FMLA, ADA, and other guidelines.</p> <p>12. Responsible for maintenance of the Personnel component of IFAS.</p> <p>13. Prepare and distribute letters in response to inquiries.</p> <p>14. Establish by the Privacy Act prohibiting the divulgence of certain information.</p> <p>15. Provides vendors appropriate documentation for life, pension, and disability benefits claims.</p> <p>16. Responds to notifications from state agency regarding unemployment claims filed by former employees.</p> <p>17. Maintains employee benefit files and other record keeping.</p> <p>18. Additional or different duties may be assigned by supervisor at any time</p>
Minimum Requirements:	Education and/or Experience Bachelor's degree (B. A) from four-year college or university in Business Administration, Personnel Management or related field. Experience may be substituted for education. Computer literate. Must be able to interact with public.
Preferred Requirements:	Master's Degree in Human Resource
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

**Competencies:**

- Customer Service:** Responds promptly to customer needs.
- Interpersonal Skills:** Maintains confidentiality; Keeps emotions under control.
- Oral Communication:** Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
- Written Communication:** Writes clearly and informatively; Able to read and interpret written information.
- Teamwork:** Balances team and individual responsibilities.
- Visionary Leadership:** Inspires respect and trust.
- Ethics:** Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- Organizational Support:** Follows policies and procedures; Supports organization's goals and values.
- Quality:** Demonstrates accuracy and thoroughness.



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- Quantity:** Completes work in timely manner.
  - Safety and Security:** Observes safety and security procedures.
  - Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
  - Dependability:** Follows instructions, responds to management direction.

**Physical Demands:**

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

Up to 50 lbs.                       Up to 100 lbs.                       Over 100 lbs.

Physical Exam Required

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- Fumes or airborne particles
- Outside weather conditions
- Toxic or caustic chemicals
- Risk of electrical shock
- Vibration
- Loud Noise

**Disclaimer:**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**Public Relations:**

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.