



-AN EQUAL OPPORTUNITY EMPLOYER-

\*Vacancy\*

**JOB TITLE: BENEFITS AND WELLNESS SPECIALIST**

**LOCATION: HUMAN RESOURCES/BANGOR**

**REPORTS TO: DIRECTOR OF HUMAN RESOURCES AND SAFETY**

**POSITION STATUS: EXEMPT, NON-BARGAINING UNIT**

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**POSITION OVERVIEW:**

Reporting to the Director of Human Resources and Safety, the Benefits and Wellness Specialist is responsible for administration and coordination of the Company's benefit plan, including health insurance, Long and Short Term Disability, the Defined Benefit Plan, the 401 (k) plan, the Employee Assistance Program and the Wellness Program. This position is also responsible for compliance with federal and state employment requirements including the Workers' Compensation and Unemployment Insurance programs. This position ensures compliance with federal, state, and local employment laws and regulation, including the Equal Opportunity in Employment reporting and the Affirmative Action Plan.

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**ESSENTIAL FUNCTIONS:**

1. Administers human resource and benefit plans, programs and procedures for all company employees.
2. Implements and updates compensation program. Conducts salary surveys, analyzes compensation, maintains database of current job descriptions, revising when necessary.
3. Implements and updates Wellness program.
4. Develops, recommends, and implements personnel policies and procedures related the Company's benefit plan and in compliance with federal, state, and local employment laws and regulations.
5. Performs benefit administration to include administration, communication to employees, compliance, and reporting.
6. Maintains proper Affirmative Action plan and files in accordance with Equal Employment Opportunity regulations.
7. Delivers Benefits/Pension and Wellness orientation to new employees.
8. Assists in the maintenance of the human resource information databases to document all new hire and employee transfers.
9. Facilitates continual human resource department efficiency improvements.

10. Assures that company employment, personnel and equal opportunity policies and practices comply with the applicable provisions of federal and state labor laws, including the maintenance of necessary files.
11. Works in accordance with the documented environmental procedures, instructions, and specific responsibilities as defined in individual procedures and instructions. Reports problems or deviations associated with environmental issues and the Environmental Management System (EMS) to the Environmental Department.

#### ADDITIONAL RESPONSIBILITIES:

1. Maintains the benefit and wellness related portion of the HR Intranet site.
2. Performs other related duties as assigned, including designated duties associated with System Restoration.

#### REQUIRED OR PREFERRED EDUCATION, CERTIFICATIONS, EXPERIENCE, KNOWLEDGE, SKILLS AND ABILITIES:

1. Bachelor's degree in human resources, business or other related field or equivalent, with five (5) or more years in human resource related activities. Senior Professional in Human Resources (SPHR) certification preferred.
2. Experience and strong knowledge of employee benefits, pension and 401K.
3. Experience working in a unionized workplace preferred.
4. Strong communication and organizational skills, and knowledge of mathematics, and interpersonal relations skills required.
5. Knowledge of federal and state employment laws and their practical application required.
6. Valid Maine Driver's license required.
7. Strong computer skills required.

#### PHYSICAL AND MENTAL JOB REQUIREMENTS

1. Position is primarily sedentary, with standing, walking and driving.
2. Position requires significant reading, writing, and speaking.
3. Position requires a significant amount of time using a personal computer.
4. Some travel to company field locations or other meeting sites is required.
5. Irregular hours may be required.
6. Emera Maine is a tobacco free and fragrance free workplace.

#### WORK HOURS:

Usual work hours are 8:00 am to 5:00 pm, Monday through Friday. Working between 40-50 hours is experienced. Off-hour monitoring of emergencies is anticipated.

RATE OF PAY:

Salary Level is 16 and is commensurate with experience and qualifications.

**REVISED: April 16, 2014**

**POSTED: April 16, 2014**

**IMPORTANT APPLICATION INFORMATION:**

Employees shall apply by submitting an [application](#) or email notification to [jobs@emeramaine.com](mailto:jobs@emeramaine.com). The application deadline is on or before **April 24, 2014**.

Please note documents sent directly to Human Resources will not be accepted. All material has to be sent to [jobs@emeramaine.com](mailto:jobs@emeramaine.com)

*Non Bargaining Unit, Regular and Term employees who have at least six (6) months satisfactory job performance and attendance records in their current job are eligible to apply for posted openings.*