



DEPARTMENT OF

HUMAN RESOURCES

Human Resources Specialist-Benefits

Salary: \$52,435 - \$56,776

Type: Full time

Benefits: Full Benefits

Date Posted: 2/17/2026

About Human Resources

The Human Resources Department provides services that support employees as they grow their careers, navigate life's changes, and go the extra mile for our community and one another. The HR team includes the Director, HR Training Specialist, HR Benefits Specialist, Risk Manager and Administrative Assistant. The Department is responsible for compensation and benefits, recruitment and retention, and employee policy development for all 12 City departments.

Profile

The Human Resources Specialist- Benefits performs professional human resources work in the development and administration of programs such as employee benefits, retirement, compensation, Family Medical Leave, processing documentation and other duties as assigned. Work involves interpreting, explaining and applying laws and offering guidance and direction to employees and leadership.

Education

Bachelor's degree in human resources or a similar field, preferred.

Experience

At least two years of benefits experience required.

Requirements/Certifications

Strong attention to detail and excellent organizational skills, with the ability to track tasks, maintain accurate records, and ensure high-quality customer service

How to Apply

1 Visit salisbury.md/apply

2 Submit City application, cover letter, and resume

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they can perform every job description task. We are most interested in finding the best candidate for the job, and that candidate may come from a less traditional background. The City may consider an equivalent combination of knowledge, skills, education, and experience to meet minimum qualifications. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role. Jobs will be posted for a minimum of 2 weeks.

City of Salisbury, MD

Classification Description

Classification Title: Human Resources Specialist (Benefits)

Grade: 8

Department: Human Resources

FLSA Status: E

Date: 02/13/2026

Position Profile: The Human Resources Specialist performs professional human resources work in the development and administration of programs such as employee benefits, retirement, compensation, Family Medical Leave, processing documentation and other duties as assigned. Work involves interpreting, explaining and applying laws and offering guidance and direction to employees and leadership.

Duties and Responsibilities

Administration/ Task Management: Performs benefits administration to include claim resolution, change reporting, and communicating benefit information to employees.

- Ensures the accuracy of all benefits enrollments in the HRIS to provide vendors with accurate eligibility information.
- Maintains enrollments for health insurance benefits, including billing reconciliation, retiree health insurance and COBRA.
- Responds to benefits inquiries from managers and employees on plan provisions, benefits enrollments, status changes and other general inquiries.
- Processes and administers all leave-of-absence requests and disability paperwork: medical, personal, disability and FMLA.
- Effectively interprets FMLA and ADA as they relate to leaves of absences/disabilities.
- Coordinates Maryland State Retirement and 457(b) plans.
- Assists with the open enrollment process.
- Administers the tuition reimbursement program.

Skills Proficiency/Technical Attitude: – Skillful in use of tools, hardware, software, and equipment.

- Manages and leads in the development and implementation of benefits programs and orientating employees in terms of benefits.
- Stays informed of updates to federal and state laws by reading articles, attending webinars and classes.

Leadership/Role Model: Acts a role model and peer leader among his teammates and colleagues.

- Ability to handle situations and maintain a high degree of confidentiality.
- Excellent interpersonal skills including, social perceptiveness—an awareness of another person's reactions.
- Provides direction and assists in resolving problems encountered.
- Collaborates with the Human Resources Director, as well as other City departments.

Stewardship/ Resources: Safeguards equipment, supplies and materials.

- Participates in the development and managing of the costs of benefit plans.
- Monitors and reviews benefit revenues and expenditures within the budget.

Development/Professional Development: Participate in opportunities to earn or maintain professional credentials and certifications.

- Provide and coordinate training for employees to engage in learning about their benefits and wellness opportunities.
- Work on improving leadership skills by attending relevant meetings and trainings.

Performance Expectations

- **Communication:** Articulates thoughts and ideas clearly and effectively to exchange information. Listens to others and provides useful feedback.
- **Work Ethic:** Demonstrates personal accountability, effective work habits, integrity and ethical behavior.
- **Teamwork:** Works well as a part of a team through respectful and collaborative relationships with colleagues, customers, affiliates and stakeholder groups.
- **Problem Solving:** Improves, designs, refines, finds and invents criteria to combine in order to resolve problems. This combines creative and critical thinking.
- **Initiative:** Determines what needs to be done and acts on it. Takes charge before others do and/or without being instructed

Education and Experience

- Bachelor's Degree in Human Resources or a similar field, preferred.
- At least two years of benefits experience required.
- Strong attention to detail and excellent organizational skills, with the ability to track tasks, maintain accurate records, and ensure high-quality customer service

Physical Requirements

- Work requires no unusual demand of physical effort.
 - Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices or meeting and training rooms, e.g., use of safe work place practices with office equipment, avoidance of trips and falls, and observance of fire and building safety regulations.
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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.