HR Supervisor(Job Id 1324)

Location: US:KS:Overland Park   **Category:** Human Resources   **Employment Type:** Employee

Post Date: 09/18/2025   **Salary:** Negotiable   USD

Description

The City of Overland Park has a full-time **Human Resources Supervisor** position available in the Human Resources Department.

SUMMARY:

The Human Resources Supervisor (Benefits and Retirement) performs highly responsible professional, technical, and administrative work in supervising and coordinating a range of Human Resources (HR) functions. This position oversees the administration of employee benefits and retirement programs, ensures compliance with regulatory requirements, manages audits, processes HR-related invoices, and supports strategic HR initiatives. Ensuring compliance with FMLA, HIPAA, ACA, COBRA, and other regulatory requirements. Knowledge and compliance with federal and state laws and contracts, the Kansas Employee Retirement System (KPERS), and other pension legislation is also necessary, along with supporting and implementing the City's policies and procedures. The role requires leadership, in-depth HR knowledge, attention to detail, and the ability to manage multiple priorities in a fast-paced environment.

RESPONSIBILITIES:

•Supervise and coordinate the day-to-day operations of benefits and retirement programs, ensuring accuracy, compliance, and timely service delivery.

•Serve as the primary point of contact for complex employee benefit and retirement inquiries, resolving issues and providing expert-level guidance.

•Oversee the enrollment, maintenance, and termination processes for a variety of benefit and retirement plans, including health, dental, vision, life, disability, and pension or 401(k) programs.

•Lead and conduct internal audits of benefit and retirement data, payroll deductions, vendor invoices, and compliance procedures; identify discrepancies and implement corrective actions.

•Ensure compliance with applicable federal, state, and local laws (e.g., FMLA, COBRA, HIPAA, ACA) and internal policies related to benefits and retirement administration.

•Review, process, and approve HR-related invoices, such as insurance premiums, vendor service charges, and retirement contributions; ensure accurate coding and reconciliation with finance.

•Maintain and monitor confidential HRIS data and documentation to support benefits, retirement, and audit readiness.

•Collaborate with payroll, finance, and external vendors to ensure accuracy and timeliness of benefit deductions, retirement contributions, and invoice payments.

•Supervise and support HR team members or administrative staff involved in benefit-related functions, providing guidance, training, and performance feedback.

- Lead or assist in the planning and execution of special HR projects and initiatives, including annual open enrollment, benefits fairs, and wellness programs.

- Analyze benefits and retirement utilization data, prepare reports, and present findings to HR leadership to support decision-making.

- Develop and implement procedures to streamline benefits processes and improve service delivery.

- Assist in the development and distribution of employee communication materials, policy updates, and training related to benefits, retirement, and compliance.
- Ensure compliance with all applicable federal and state laws and regulations (e.g., FMLA, ACA, COBRA, HIPAA, ERISA).

- Coordinate and manage FMLA leave requests and ensure accurate tracking and documentation.

REQUIREMENTS:

On-site office role: Daily physical on-site presence in the office, consistent attendance, and reliable punctuality are essential functions of this position. Any changes or adjustments to your assigned work schedule or shift hours must be approved by your supervisor in advance.

EDUCATION &SPECIAL LICENSE(S)/CERTIFICATIONS:

- Bachelor's degree in Human Resources, Business Administration, Public Administration, or a related field; equivalent experience may be considered.

EXPERIENCE:

- Minimum of four (4) years of progressively responsible HR experience with at least two (2) years focused on benefits and/or retirement administration.
- Prior experience in a supervisory or lead role preferred.
- Demonstrated experience in conducting HR or financial audits and processing/reconciling invoices.
- Strong working knowledge of applicable HR laws and compliance standards.

SKILLS:

- Proficiency in HRIS systems, Microsoft Office Suite (especially Excel), and financial or auditing tools.

MENTAL REQUIREMENTS:

- **Attention to Detail:**
  The role requires a high level of accuracy and thoroughness in completing tasks. The ability to focus on detailed work for extended periods is essential to ensure quality and compliance.

- **Work Environment Adaptability:**
  The position is based in a cubicle office environment that may have moderate to high noise levels (e.g., conversations, office equipment). The ideal candidate must be able to concentrate and perform effectively in this setting.

- **Cognitive Abilities:**
  Must possess the ability to**:**

- Maintain focus in a structured, sometimes noisy environment
- Organize and prioritize work efficiently

•Organize and prioritize work efficiently
•Handle repetitive tasks with consistency
•Follow complex instructions and procedures accurately

PHYSICAL REQUIREMENTS:

•Ability to work onsite Monday-Friday 8AM - 5PM
•Mobility to work in a typical office setting.
•Ability to communicate in person and over the telephone.
•Ability to read printed materials and a computer screen.
•Ability to travel to City facilities.
•Routine use of computer, phone, and other office equipment.
•Hand and eye coordination adequate to input data into the computer.
•Visual stamina and acuity adequate to review alpha/numeric data and to spend long periods looking at computer screens.
•Ability to sit and be attentive for extended periods.

SUPERVISORY RESPONSIBILITY:(Direct &Indirect):

•Supervisor of Human Resources Benefit Coordinator

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.

No City residency requirement.

Must successfully pass a background check, drug screen, physical exam and essential functions test.

Normal Work Hours: 8:00 a.m.-5:00 p.m., Mon.-Fri.

Salary Range - GRADE H: $74,227.71 - $102,105.09

Application Deadline: Open until filled

Benefits: Full-time

All applicants must be legally eligible to work in the United States and proof of eligibility must be provided if selected for hire.

EO/M/F/D/V