The Operations/Benefits Unit is responsible for:

* Processing all personnel/payroll actions and various other documents relating to employee status to ensure Data Integrity and Quality Assurance are maintained in accordance with Civil Service rules and regulations, departmental/agency policies and procedures, and federal and state laws.
* Creating unclassified positions.
* Conducting Time and Attendance audits for all DOA agencies, ancillaries, and client agencies for compliance with policies and procedures established by DOA and/or the Office of State Uniform Payroll.
* Maintaining and/or monitoring Organizational Management, costing issues, and T.O. in LaGov HCM.
* Assuring appropriate documentation is maintained for all employees in compliance with Record and Retention policies.
* Implementing Onboarding program which aids new employees in acquiring the necessary knowledge, skills, and behaviors to become effective organizational members.
* Assisting all active and retired employees for the Division of Administration, Office of the Governor, and other client agencies on all matters relating to retirement benefits.
* Advising managers, section heads, and employees on all available health and life insurance policies and all other programs administered through the Office of Group Benefits.
* Developing course materials and providing orientation to all new employees for the Division of Administration, Office of the Governor, and Ancillary agencies.
* Managing the Worker’s Compensation leave buy back process.
* Reviewing, balancing, and paying the monthly insurance invoice and monitoring reports for DOA agencies, ancillaries, and client agencies.