

ATLANTIC COUNTY GOVERNMENT

JOB ANNOUNCEMENT

PLEASE POST

Posting Date: 10/08/21

Closing Date: 10/16/21

TITLE: Employee Benefits Specialist, P/T

SALARY: \$18.20 - \$21.21/hour

Hours: Flexible, not to exceed 24 hours/week

DEPARTMENT: Administrative Services

Union ___ Mgmt X

LOCATION: Atlantic City

NJCSC Test Required: Yes X No ___

Grant Funded: Yes ___ No X

**Note: Experience in Health Benefits Administration preferred.
Ability to create and work with Excel spreadsheets required.**

DEFINITION:

Under direction, coordinates and administers an employee benefits program; advises claimants of insurance, hospitalization, fringe benefits, and pension plans; does other related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

REQUIREMENTS:

SKILLS: Applicant must have computer skills and be proficient with Excel spreadsheets.

EDUCATION:

Graduation from an accredited college or university with Bachelor's degree.

EXPERIENCE:

Two (2) years of experience in administering an employee benefits program or involving responsibility for examining, adjusting, determining, reconsidering, or authorizing eligibility or entitlement for cash awards or benefits in an agency such as the Social Security Administration, Veterans' Administration, or other similar agency or organization.

*Good communication skills required as this position requires interaction with employees and vendors.

NOTE: Applicants who do not meet the education requirement may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

LICENSE:

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

EXAMPLES OF WORK:

Coordinates and administers an employee benefits program.

Meets with employees and advises them regarding their eligibility for vacations, insurance, health benefits, hospitalization, and other mutual benefits plans.

Counsels employees prior to retirement to determine eligibility and explain pension benefits.

May assist applicants in filling out required forms.

Processes enrollments, adjustments, terminations, and additions for medical and health group insurance plans for employees.

Processes Social Security applications.

Prepares Social Security quarterly and supplementary reports of contributions.

Processes disability retirements securing necessary forms, medical information, and any other information required.

Provides assistance to employees in availing themselves of housing accommodations, recreational programs, and other facilities and services provided by the jurisdiction or outside agencies.

Prepares brochures, bulletins, and pamphlets relevant to employee benefits programs, insurance, and pension plans.

Coordinates savings bond drives, blood drives, heart fund, and other programs including distributing information, collecting monies, and setting up sites.

Reviews existing employee benefit programs, and makes recommendations for changes or additional programs.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

KNOWLEDGE AND ABILITIES:

Knowledge of methods, practices, procedures, and regulations involved in processing claims for medical, health, and pension plans.

Knowledge of rules and regulations governing employee benefit plans.

Ability to deal tactfully and effectively with people.

Ability to provide information, advice, and assistance to employee benefit systems members.

Ability to organize and develop efficient work methods.

Ability to give advice and instructions to individuals.

Ability to supervise the maintenance of records and files.

Ability to comprehend, analyze, and interpret regulations and procedures.

Ability to review and analyze cases to determine adequacy of medical and other related data.

Ability to prepare clear, sound, accurate informative reports pertaining to the determination of benefits.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Interested, qualified applicants should apply online at <http://www.atlantic-county.org/>

Alternatively, applications may be mailed to the

Atlantic County Division of Human Resources

1333 Atlantic Avenue, Atlantic City, NJ 08401

- We are an Equal Opportunity Employer -