TITLE: Benefits Administrator

DEPARTMENT: Human Resources

FUNCTION: Administers and maintains all employee benefit plans/programs for the College and ensures legal and regulatory compliance; plans/programs include healthcare insurance (medical, dental, vision), pension, supplemental annuities (403b), life insurance, FMLA, workers compensation and FSA. Performs benefits enrollment, processing and problem resolution; conducts benefits fairs and open enrollment. Assists HR Generalists with handling unemployment claims, new hire orientation, exit and retirement interviews; assists with other Human Resources (HR) functions as directed.

REPORTS TO: Director of Human Resources

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Administers and maintains all employee benefit plans/programs for the College and ensures legal and regulatory compliance; plans/programs include healthcare insurance (medical, dental, vision), pension, supplemental annuities (403b), life insurance, FMLA, workers compensation and FSA.
2. Conducts open enrollment meetings and New Hire Orientations; performs benefits enrollment and processing in a timely manner.
3. Provides customer service support to employees and resolves problems; communicates plan changes and open enrollment information to individuals.
4. Coordinates benefit fairs and vendor visits; develops communication tools to enhance understanding of the College’s benefits package.
5. Performs exit and retirement counseling interviews and processes termination of benefits; notifies State Health Benefits for medical plans and COBRA administration for dental and vision plans.
6. Coordinates all leaves including FMLA and NJFLA; provides counsel to employees.
7. Serves as back-up to HR Generalist in processing unemployment claims and represents College at fact findings and hearings.
8. Documents, maintains and revises internal processes and administrative procedures for benefit plans/programs to reduce costs and increase efficiency.
9. Manages wellness programs and associated communications.
10. Assists with other HR functions as directed.
11. Performs additional tasks or duties as assigned by the Director of Human Resources or other designated management.

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Knowledge of benefit contract language, pertinent federal and state regulations, and filing and compliance requirements affecting employee benefit programs; this includes ERISA, COBRA, FMLA, NJFLA, FLSA, ADA, SECTION 125, Workers Compensation, Medicare, COBRA, and Social Security and DOL requirements. Demonstrated ability to employ a balanced and positive approach to all work activities, especially when dealing with employee and management issues. Has basic proficiency in the use of the Microsoft Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

Education: Bachelor’s Degree is required

Experience: Minimum of 3 years of related experience with a focus on benefits administration; experience with New Jersey State benefits preferred

Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.

Submitted by: _____________________ Date: ____________
Name/Title

Approved by: _____________________ Date: ____________
Name/Title

Reviewed by: _____________________ Date: ____________
Human Resources

Board Approval: _____________________ Date: ____________
Board Approval
THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE