



The Ocean County Utilities Authority

Helping to Preserve the Water Resources of Ocean and Southern Monmouth Counties in the State of New Jersey

Human Resources Benefits Coordinator

The Ocean County Utilities Authority, a public regional wastewater treatment facility, is presently accepting applications for the position of Human Resources Benefits Coordinator.

The Human Resources Benefits Coordinator is responsible for managing the Authority's benefits programs. The Human Resources Benefits Coordinator provides guidance and assistance to Authority employees in benefit-related matters which may be confidential and sensitive in nature and require independent follow-up activities.

A Bachelor's Degree in Human Resources or a related field is required. A minimum of five (5) years of working experience in benefits administration is required, including experience with standard concepts, practices, and procedures related to the administration of employee benefits and wellness programs. Must have an understanding of compliance requirements and federal and state regulations pertaining to programs like COBRA, FMLA, ADA, Section 125, and Workers Compensation. Previous exposure to public sector employee benefit programs is helpful. The candidate must have strong mathematical and analytical skills. Previous payroll experience is preferred. The candidate must have advanced proficiency with Microsoft Excel and Word and be proficient in the use of an HRIS system such as SAP, ADP, or other similar software. The applicant must be able to handle highly sensitive and confidential information and maintain strict confidentiality, be able to multi-task and work independently, and possess professional verbal and written communication skills. The candidate must have the ability to research, analyze and problem-solve while maintaining a customer service focus. This position requires the applicant to possess a valid New Jersey Driver License.

The Authority offers a competitive salary based on qualifications and experience. We offer a strong benefits package that includes NJ State health benefits, pension (PERS), and generous paid time off and holidays. Relocation is not available. Candidates in Ocean County are preferred. For immediate consideration, please email your resume and a cover letter to careers@ocua.com or mail to OCUA, Attention: HR, PO Box P, Bayville, NJ 08721. View the complete job description on our career website at www.ocua.com.

**The Ocean County Utilities Authority
An Equal Opportunity Employer**

THE OCEAN COUNTY UTILITIES AUTHORITY

Job Description

Position: HUMAN RESOURCES BENEFITS COORDINATOR

Summary:

The Human Resources Benefits Coordinator is responsible for managing the Authority's benefits programs. The Human Resources Benefits Coordinator provides guidance and assistance to Authority employees in benefit-related matters which may be confidential and sensitive in nature and require independent follow-up activities.

Essential Duties and Responsibilities:

The following list of duties for the Human Resources Benefits Coordinator is not exhaustive and is subject to change.

1. Manage and maintain all employee benefits including, but not limited to, pension, health insurance, dental insurance, vision insurance, OCUA Medical Bank Program, 457 Deferred Compensation Plans and AFLAC Cafeteria 125 Plan.
2. Serve as the Authority's liaison and Certifying Officer for the New Jersey Public Employees' Retirement System and the New Jersey State Health Benefits Program.
3. Assist employees in the retirement process including, pension certification of service and salary, completion of retiree paperwork for the State Pension and Health Benefits programs; inform the employee of the State process and Medicare Part B.
4. Serve as Wellness Champion for the New Jersey State Health Benefits Wellness Program "NJWELL".
5. Manage employee leaves of absence and ensure employees provide required State and/or federal documentation and comply with OCUA rules and regulations.
6. Process OCUA Workers' Compensation claims, including initial reporting of claims, appointments and follow up care and year to date status reports.
7. Facilitate special projects such as, but not limited to: Central New Jersey Blood Center blood drive, Monmouth-Ocean Food Bank food drive, and semi-annual benefits fair.
8. Prepare the quarterly Report of Contributions for the New Jersey Division of Pensions and Benefits. Calculate and prepare retroactive salary increases to report Pension and Insurance owed to the NJ Division of Pensions and Benefits.
9. Work closely with the Payroll Department to ensure payroll deductions are correct. Provide Payroll with documentation, as needed, to update deductions.
10. Coordinate the processing of the employee Donated Sick program.

11. Conduct new employee orientation, issue ID badges, and assist employees in the proper preparation of various forms for health benefits, pension, insurance, taxes, etc.
12. Prepare vouchers for payment of all benefit-related matters, such as health insurance, dental insurance, OCUA Medical Bank Program, Long-Term Disability Insurance, Travel and Accident Insurance, Pension monthly payments and retiree Medicare vouchers.
13. Administer the DTaP vaccination program and maintain the associated records.
14. Prepare resolutions relating to Authority benefit related agreements and contracts.
15. Assist Safety department in administering the DOT drug and alcohol testing program. Maintain list of CDL holders for drug and alcohol testing purposes.
16. Serve as backup to the Human Resources Administrator and Human Resources Generalist.
17. Handle personnel requests for information in accordance with prescribed rules and regulations. Assist and guide employee with information requests regarding Authority provided benefits and personnel matters.
18. Perform other duties as assigned.

Reports To:

The Human Resources Coordinator reports to the Manager/Director, Human Resources.

Supervisory Responsibilities:

None

Qualifications/Requirements:

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Position Level: Exempt - 40 hours

10/13

Revised 7/14

Revised 3/17

Revised 2/18