

Manager, Pensions and Benefits

Position Details

Position Information

Position Title	Manager, Pensions and Benefits
Position Type	Human Resources
Position Number	S791PD
FLSA	Exempt

About Ocean County College

For more than 50 years, Ocean County College, a public two-year college, has continued to provide value added higher education instruction to over 10,000 students annually. With more than 50 academic programs offering options for students to continue their studies and earn a bachelor's, master's or doctoral degree through a variety of partnerships with several prominent colleges in New Jersey, the college continues to explore and expand new and innovative programs that can be completed on-line and on campus. Centrally located in Toms River, NJ, the campus spans over 275 beautiful acres within a coastal community that affords student, employees and area residents the opportunity to benefit from a variety of cultural, recreational, entertainment and educational enrichment amenities.

Information about the benefits provided to Ocean County College employees can be found at:

<https://www.ocean.edu/about-us/human-resources/benefits-summary/>

Please Note: At this time, the College does not provide work visa sponsorships. To be considered for employment at Ocean County College, applicants must be permitted to legally work in the United States without employer sponsorship.

Job Description

The Manager, Pensions and Benefits, under the leadership of the Assistant Director, recommends, implements and administers employee benefit and pension programs in accordance and in compliance with New Jersey State Pensions and Benefits regulations, federal and state regulations, College policies and procedures, and collective bargaining agreements. This position assists in the creation and coordination of policies, programs and procedures in support of various stages of the employment cycle, including benefits, pension, leaves of absence, accommodations, worker's compensation, unemployment, and manages all related records.

List of Essential Activities

1. Manages the college's benefits programs, including but not limited to PERS, ABP and DCRP retirement plans and supplemental retirement plans, SEHBP health and dental plans and supplemental insurances, life insurance, paid time off, leaves of absence, Worker's Compensation matters, ADA accommodations requests, etc.
2. Develops and implements communication methods for ongoing benefits and pension awareness.
3. Oversees timely and accurate processing of matters related to on boarding and out processing employees.
4. Manages front desk and main telephone line reception and coverage activities, HR Email Inbox.
5. Builds ongoing relationships with external state contacts and vendor representatives, organizing vendor-provided campus meetings/training for education of staff.
6. Remains current on new federal and state regulations and other developments that impact the College's benefits programs.
7. Resolves employee inquiries or issues in a timely manner.

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- 8. Provides regular training of Benefits Team processes and procedures to Human Resources Team, and when assigned, the College community.
- 9. Assists in the development of policies, procedures and process improvement as assigned
- 10. Related duties, initiatives and projects as assigned.

Required Qualifications

- 1. Bachelor’s Degree, preferably in Human Resources, Business Administration or closely related field.
- 2. Minimum of four years of prior experience in Human Resources, with two years of “hands on” benefit administration experience which includes medical, dental and supplemental insurances, pensions or other related retirement plans.
- 3. Two years of supervisory experience requiring accountability for individual and team results.
- 4. Demonstrated knowledge of employment laws and regulations, including but not limited to: ADA, FMLA, NJFLA, Worker’s Compensation, Unemployment.
- 5. Demonstrated experience in project coordination/leadership.
- 6. Excellent client service, organizational and time management skills with demonstrated ability to interpret, administer, and handle sensitive and confidential employee information.
- 7. Excellent written and verbal communication, presentation, client service, relationship building, problem solving and multi-tasking skills and the ability to thrive in an environment with competing demands.
- 8. Demonstrated proficiency in using Microsoft Office Suite, an ERP database system, adaptability to new technology solutions and the ability to independently create detailed documents, reports, and presentations and deliver basic training on commonly used systems.

Preferred Qualifications

- 1. Master’s Degree in a closely related field of study.
- 2. Experience within a NJ Public institution, with knowledge of pensions and benefits programs.
- 3. Experience in a unionized environment.
- 4. Possess Certification in Human Resources and/or CEBS certification.

ADA Selection Definitions

[ADA Selection Definitions](#)

ADA Selection

Sedentary

ADA Definitions

Sedentary Work: Involves occasional (defined as one third or less of the time) lifting of no more than 10 pounds at a time. Work is performed primarily in a seated position and entails no significant stooping, standing, climbing, walking, etc. Many sedentary jobs require good use of the hands and fingers for repetitive hand-finger actions. Working conditions occur within low to moderate noise levels related to use of standard office or classroom equipment.

Hours

40 Hours

If other, please specify

Work Days

Mon - Fri

Salary

\$51,912- \$69,216/ year (depending on experience)

Salary (HISTORICAL)

Posting Detail Information

Unit

HR Benefits

Department

Human Resources

Posting Number

S756PT

Is there an approved budget for this position?

Number of Vacancies

1

Desired Start Date**Position End Date (if temporary)****Duration Type** Annual - 12 months**Duration of Employment****Applicant Reviewer Access** Lisa Gruber, James Hauenstein**Open Date** 09/13/2021**Close Date** 10/11/2021**Open Until Filled** No**Special Instructions Summary****Advertising Summary****Special Hiring Summary****Offer Date****Quick Link for Internal Postings** <https://career.ocean.edu/postings/11190>**Pass Message**

Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.

Fail Message

Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.

Compensation

Budget Summary**Additional Information****Budgeted Position-is that Y/N?** F/T Executive/Administrative/Managerial**Salary Code** K**Min Salary** \$51,912**Mid Salary** \$69,216**Max Salary****GL Code**

Reference Collection

References**Minimum Requests** 3**Maximum Requests** 3

Last Day a Reference Provider Can Submit Reference

Provider Special Instructions

Confirmation Message To Provider

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Please indicate the highest level of education you have completed as of today:
 - High School or GED/Equivalent - (disqualifying)
 - Vocational/Technical School - (disqualifying)
 - Associate's Degree or 60 colleges credits - (disqualifying)
 - Bachelor's Degree
 - Master's Degree
 - Doctorate (PHD/MD/JD)
 2. * Do you meet all required qualifications listed on the posting?
 - Yes
 - No - (disqualifying)
 3. * Please indicate the number of years of directly related experience you currently possess:
 - less than 1 year - (disqualifying)
 - 1 year - (disqualifying)
 - 2 years
 - 3 years
 - 4 years
 - 6 years
 - 7 years
 - 8 years
 - 9 years
 - 10 or more years
-

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter

Optional Documents

None

Posting Documents

No documents have been attached.

Search Committee

Name	Email	Chair?	Status
James Hauenstein	jhauenstein@ocean.edu	No	approved
Kathryn Pandolpho	kpandolpho@ocean.edu	No	approved

Evaluative Criteria

1. Rapport Building/Team Engagement

State: Initiate Interview Evaluation

Weight: 25

- Below Average (0.0 points)
- Average (20.0 points)
- Above Average (25.0 points)

2. Computer & Technology

State: Initiate Interview Evaluation

Weight: 5

- Unacceptable (0.0 points)
- Acceptable - Meets Requirements (2.5 points)
- Superior - Exceeds Requirements (5.0 points)

3. Behavioral Interviewing Questions

State: Initiate Interview Evaluation

Weight: 20

- Unacceptable - Responses are slow & unorganized (0.0 points)
- Acceptable - Well organized & reflect sound judgment (15.0 points)
- Superior - Illustrate high level of confidence in decision making (20.0 points)

4. Education

State: Initiate Interview Evaluation

Weight: 5

- Too weak/Not closely related (0.0 points)
- Meets Requirements (2.5 points)
- Exceeds Requirements (5.0 points)

5. Behavioral Interview Questions

State: Initiate Interview Evaluation

Weight: 20

- Below Average (0.0 points)
- Average (15.0 points)
- Above Average (20.0 points)

6. Work Ethic - Organizational Fit

State: Initiate Interview Evaluation

Weight: 25

- Unacceptable (0.0 points)
- Acceptable (20.0 points)
- Superior (25.0 points)