



OCEAN COUNTY COLLEGE
invites applications for the position of:

Senior HR Benefit Specialist

SALARY:	\$45,747.00 - \$60,997.00 Annually
DIVISION:	Finance & Administration
DEPARTMENT:	Human Resources
OPENING DATE:	07/06/22
CLOSING DATE:	08/03/22 11:59 PM
THE POSITION:	

The Sr. HR Benefit Specialist under the leadership of the Director of Human Resources Operations, administers various employee benefit plans with a primary focus on pension, retirement, and leave of absence programs.
[Click here](#) to apply!

WHAT YOU WILL DO:

1. Serves as the College's subject matter expert on the college's pension programs, including but not limited to PERS, ABP and DCRP and supplemental retirement plans.
2. Provides pension information to College personnel; researches and resolves employee pension and retirement inquiries in a timely manner.
3. Oversees timely and accurate processing of matters related to in-processing and out-processing of employees.
4. Facilitates new hire orientation as assigned; actively contributes and improves the on boarding process.
5. Functions as the liaison to vendors and employees; develops and implements communication methods and informational sessions for ongoing benefits and pension awareness.
6. Administers all employee leave of absence requests in an efficient, accurate, and consistent manner, aligning with related matters such as ADA Requests for Accommodation, Workers Compensation issues, etc..
7. Remains current on new federal and state regulations and other developments that impact the College's benefits, pensions and leave programs.
8. Provides coverage as assigned for HR front desk and main telephone and/or email inboxes.
9. Assists in the development of policies, procedures and process improvement as assigned
10. Related duties, initiatives and projects as assigned.

THE SUCCESSFUL CANDIDATE MUST HAVE:

1. Bachelor's Degree, preferably in Human Resources, Business Administration or closely related field.

2. Minimum of three years in Human Resources, of which two years must be in benefits administration
3. One year of benefit program management or team/project leadership.
4. Working knowledge of employment laws and regulations, ideally; FMLA and NJFLA.
5. Excellent written and verbal communication, and ability to provide excellent customer service in a fast paced environment.
6. Demonstrated proficiency in using Microsoft Office Suite, including the ability to independently create detailed documents, reports, and presentations, and ability to use a database or other technical solutions in use at OCC

EVEN BETTER IF YOU HAVE:

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

APPLICATIONS MAY BE FILED ONLINE AT: <https://www.schooljobs.com/careers/ocean/jobs/3623098/senior-hr-benefit-specialist>

Position #202200027
SENIOR HR BENEFIT SPECIALIST
CD

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