



VACANCY NOTIFICATION

HUMAN RESOURCES BENEFITS MANAGER

Hudson County Community College is an award-winning, comprehensive urban college with two campuses located just minutes from Manhattan in Jersey City and Union City, NJ. The Journal Square campus sits at the center of Journal Square in the center of Jersey City, next to a major PATH station and transportation hub, while the Union City campus sits adjacent to a vital light rail station.

Fully accredited by the Middle States Commission on Higher Education, the College offers courses and classes in a wide variety of disciplines to the people and businesses of Hudson County, one of the most historic and ethnically diverse areas of the United States. The College was recognized with the 2012 Association of Community College Trustees (ACCT) Northeast Regional Equity Award, was a finalist for the American Association of Community Colleges' (AACC) Student Success Award, and was presented with the New Jersey Business & Industry Association's Good Neighbor Awards in 2009 for the Culinary Arts Conference Center and in 2012 for the North Hudson Campus Project, and in 2015 for the state-of-the-art, award-winning Glen Gabert Library Building.

The college is looking for a full-time Benefits Manager to join our Human Resources team. Reporting to the Vice President for Human Resources, the Human Resources Benefits Manager position is responsible for administration, implementation and communication of HCCC's employee benefits programs. The manager serves as the certifying officer to State benefits agencies and private insurance carriers. This includes handling the new hire orientation to benefits, day-to-day operations of group benefits programs (group health, dental, vision, short-term and long-term disability, worker's compensation, flexible spending plan, pension and retirement plan). The position reports to the Vice President of Human Resources. The Benefits Manager also provides excellent customer service and oversight of quality benefits plans, investigates new benefits programs, improves existing programs, handles benefits administration and provides analytical and technical support in the delivery of the benefits programs.

Duties, Responsibilities and Essential functions include:

Research and Development

- Researches employee benefits plans and vendors to identify those that present the best value. Recommends and implements benefits programs. Serves as primary contact for plan vendors and third-party administrators.
- Assists in the management of the benefits plan renewal process.
- Negotiates with vendor or administrator for renewal. Leverages vendor relationships for participation in wellness events, open enrollment, etc.
- Collects experience data from available resources. Examines possible plan design or benefit cost changes.

Administration: Design, Direct, Comply

- Conducts new hire benefit orientations. Conducts benefits workshops for employees.
- Coordinates transfer of data to external contacts for services, premiums and plan administration. Works effectively to make sure the plans run smoothly. Investigates discrepancies and provides information in non-routine situations. Evaluates and revises internal processes to reduce costs and increase efficiency.
- Documents and maintains administrative procedures for assigned benefits processes.
- Ensures compliance with applicable government regulations. Ensures timeliness and accuracy of required filings.
- Organizes implementation of total compensation statement.

Administration: Processing, Functional

- Coordinates daily benefits processing; benefits deductions.
- Handles enrollments, COBRA, terminations, changes, beneficiaries, disability.
- Oversees maintenance of employee benefits files and updating of employee payroll records.
- Gathers employee data and reconciles the processing of monthly billings.

Customer Service, Communication, Training

- Provides customer service support to internal customers. Assists employees with documentation needed for retirement, loans, accessing or changing benefits
- Develops communication tools to enhance understanding of the company's benefits package, EAP, and employee discounts offered to educational institution.
- Designs and distributes materials for benefits orientations, workshops, open-enrollment and summary plan descriptions. Creates and conducts presentations using audiovisual tools, including PowerPoint and videos.
- Provides cross training and support.

Performs other duties as may be assigned.

Required Education and Experience

Bachelor's degree in Human Resources or a related field and five years of employee benefits administration experience. Experience administering New Jersey State School Employees medical and pension benefits a plus.

Competencies and Skills Required

1. Strong interpersonal and organizational skills.
2. Problem resolver.
3. Creative and Innovative.
4. Strategic thinker.
5. Proactive decision maker.
6. Financial management and savviness.
7. Results driven.
8. Understand the NJ State benefit and retirement systems.
9. Computer proficiency and technical aptitude with the ability to use MS Word, Excel, Power Point.
10. Proven ability to work effectively in a team environment with associates. Capability of effective planning and priority setting. Ability to manage several complex projects simultaneously while working under pressure to meet deadlines.
11. Strong analytical skills and a thorough knowledge of plan designs. Ability to understand, evaluate and make judgment on the proposals (RFPs) of new benefits.

12. Knowledge of benefits contract language. Knowledge of all pertinent federal and state regulations, filing and compliance requirements, both adopted and pending, affecting employee benefits programs, including ERISA, COBRA, FMLA, NJFMLA, ADA, workers' compensation, ACA, Medicare, COBRA, Social Security and DOL requirements.
13. Excellent communication and organization skills.

Preferred Education and Experience

1. SHRM-CP and/or CEBS professional designations.

Human Resources Benefits Manager
E-mail: resumes@hccc.edu

For additional information and employment opportunities at HCCC, please visit:

www.njherc.org, www.higheredjobs.com and www.latinosinhighered.com

As a New Jersey First Act Employer, new employees must establish a primary residence in New Jersey within one year unless an exemption applies.

HCCC IS AN EEO/AA EMPLOYER

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