



ST. MARY'S COUNTY GOVERNMENT VACANCY ANNOUNCEMENT

POSITION: Benefits Coordinator, C09, \$66,714 - \$73,677 (B.O.E)
+ FRINGE BENEFITS

DEPARTMENT: Human Resources

OPENING DATE: 06-01-2022 Open until filled

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree.

Experience: Three years or more of related experience or additional education in a human resources or benefits administrator capacity.

Note: Any equivalent combination of acceptable education and experience which has provided the knowledge, skills and abilities cited below may be considered.

ADDITIONAL REQUIREMENTS:

- ◆ Pass extensive background check with favorable results;
- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

JOB SUMMARY: Manages and administers the County's benefits programs for employees of St. Mary's County Government, St. Mary's County Sheriff's Office, and outside agencies (MetCom, Library and Housing). Supervises assigned staff; performs other duties as requested.

DUTIES:

- ◆ Manages and administers the health, dental, vision, pension, Flexible Spending Account, life insurance, and long-term disability benefit programs for St. Mary's County Government;
- ◆ Serves as Plan Coordinator for the St. Mary's County Sheriff's Office Retirement Plan (SORP); attends monthly SORP Board meetings; records and posts minutes;
- ◆ Maintains liaison with third party providers and takes actions to resolve issues with employee health insurance claims and other services provided;
- ◆ Counsels, educates, and assists employees and family members with questions regarding benefits;
- ◆ Responsible for Affordable Care Act (ACA) administration to include annual 1095-C filings, measurement periods, eligibility determination and other duties related to health and welfare plan administration; and investigating areas of non-compliance when requested;
- ◆ Responsible for calculating annual Patient-Centered Outcomes Research Fee (PCORI) and preparing IRS Form 720 for covered lives under the Commissioners of St. Mary's County Health Plan (including MetCom, Housing, and St. Mary's County Library insured members);
- ◆ Retirement Coordinator for Maryland State Retirement Agency;
- ◆ Plans, publicizes, and implements annual open enrollment process for health benefits;
- ◆ Executes retirement and disability retirement paperwork for both the St. Mary's County Sheriff's Office Retirement Plan and the Maryland State Retirement and Pension System;
- ◆ Ensures compliance with COBRA laws;
- ◆ Oversees billings of third-party providers for accuracy and takes actions to correct errors and to ensure

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accurate billings when necessary;

- ◆ Reviews and compiles fiscal year-end pension data for Sheriff's Office Retirement Plan actuary; provides reporting data as requested for the financial audit and budgeting process;
- ◆ Responsible for providing retiree prescription drug census data to consultant for preparation of the annual Retiree Drug Subsidy (RDS) application;
- ◆ Aids in the design of specifications for Requests for Proposals and in the selection of new insurance benefits; sits on the technical evaluation committee for benefit vendor proposals;
- ◆ Manages the 457 Deferred Compensation Retirement Plan and counsel's employees regarding its information;
- ◆ Designs and delivers benefit communication materials during employee orientation, through monthly benefit briefs, and with employee newsletter contributions;
- ◆ Coordinates annual Retirement Seminar and Social Security Presentation;
- ◆ Assists with developing and managing employee wellness initiatives and incentives;
- ◆ Assist with forecasting benefit expenses for the development of the department and County budget;
- ◆ Coordinates extended leave with relevant parties; administers long term disability benefit;
- ◆ Manages files in accordance with approved department retention policies and practices;
- ◆ Supervises assigned staff;
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain thorough knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to act as a representative of St. Mary's County Government to the public;
- ◆ Expert knowledge of St. Mary's County Government employee benefits and the ability to administer these programs;
- ◆ Knowledge of relevant Federal, State, and Local regulations regarding the administration of benefit plans;
- ◆ Knowledge of pension plan actuarial functions and fiduciary responsibilities;
- ◆ Ability to supervise, schedule, train, and motivate subordinate staff;
- ◆ Ability to communicate effectively orally and in writing
- ◆ Ability to establish and maintain effective working relationships with other encountered in the workplace
- ◆ Ability to maintain confidentiality of sensitive information;
- ◆ Ability to prioritize and multitask;
- ◆ Ability to use available resources to research information;
- ◆ Ability to establish and maintain accurate records;
- ◆ Ability to operate relevant computer systems, including hardware and software and simple office machines.
- ◆ Ability to obtain and maintain notary certification

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings, and training rooms.

COMPENSATION/BENEFITS:

Hiring Salary: \$66,714 - 73,677 (B.O.E) annually.

FLSA: Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

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[Click Here for Information: St. Mary's County Benefit Summary](#)

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

TO APPLY: COMPLETION OF A ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED. APPLICATIONS ARE AVAILABLE HERE:

<https://www.stmarysmd.com/hro/vacancies/>

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the Department of Human Resources at smchr@stmarysmd.com at [\(301\) 475-4200](tel:(301)475-4200), Extension: 1100