



CHARLES COUNTY GOVERNMENT
invites applications for the position of:

Benefits Compliance Administrator

SALARY: \$31.76 Hourly
\$61,938.00 Annually

OPENING DATE: 05/04/20

CLOSING DATE: 05/24/20 11:59 PM

SUMMARY:

Assist in the administration and coordination of programs in the Department of Human Resources, including Affordable Care Act (ACA) compliance and benefits program administration. Employee will have and maintain expertise in eligibility, enrollment and program specifications with regards to the ACA. Employee must have strong relationships with health insurance carriers, online enrollment vendors and consultants. Employee will assist employees and retirees on specific benefit issues, oversee the benefits website and assist with the Deferred Compensation program. Employee will carry out assignments, follow through on matters, and use independent judgment and training to take appropriate actions to deal with standard recurring situations.

ESSENTIAL JOB FUNCTIONS:

Respond to public and employee inquiries and provide information and assistance regarding Personnel Policies and Procedures, health insurance and other benefit questions, employee programs, and confidential records.

Supports and monitors ACA compliance and ensures that Charles County Government is in compliance with all ACA data reporting regulations.

Conducts analysis and validation of pre/post data feeds between the county and external vendors. Researches and resolves technical problems, data discrepancies and unexpected reporting results.

Researches ACA legislation updates, informs and trains county personnel.

Serve as primary liaison, point of contact and ACA Coordinator for all tactical tasks to support compliance of ACA.

Work with staff and vendors to ensure accurate ACA data is submitted to federal agencies.

Comply with Medicare Retiree Drug Subsidy (RDS) program, work with Bolton Partners and ensure proper paperwork and reporting has been completed to qualify for subsidy.

Serves as liaison with the County's unemployment Tax Services representative. Provides employment information and attends unemployment hearings as necessary across the State of MD. Works with departments to gather information and enter into secure website.

Counsel and advise employees regarding their benefits.

Manage and provide the necessary changes to HR Specialist to create Open Enrollment web page and keep the benefits website updated year round.

Point of Contact with BenefitFocus during Open Enrollment. Ensure communications portal has up to date benefit information.

Complete benefits and salary surveys and other benchmarking surveys as needed.

Co-Manage with the Benefits Division annual open enrollment and processing of benefits paperwork.

Assist with the deferred compensation program, including educational programs, developing vendor schedules, and serving as the point of contact for vendors.

Assist in the administration of supplemental income products.

Assist employees with the HouseKeys4Employees application process and process program applications.

Assist employees with pension estimates and meet with them to discuss retirement plans.

Assist with the administration of special projects and serves on panels, focus groups, committees, and teams as assigned by the director.

Research files and records and compile data for director's review; prepare memos, notes and reports for supervisor; complete benefits and salary surveys and other benchmarking surveys as needed.

Ensure compliance with established policies and procedures regarding office services, County protocols, and administrative requirements.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge, Skills, and Abilities (These are pre-employment KSAs that apply only to Essential Job Functions.)

Knowledge of--

- Program and administrative support procedures
- Strong analytical and creative problem solving skills
- Excellent working knowledge of databases and complex data structures
- Project management and planning skills
- Legal and regulatory environment, including HIPAA, COBRA, FMLA and ACA
- HR principles and practices, including benefits, compliance, recruitment, and training
- MS Office

Ability to--

- Provide office management, program administration and related services to the Human Resources Department
- Self-directed and motivated
- Successfully establish, document and maintain procedures, processes, records and reports
- Have a high energy level and project enthusiasm
- Communicate effectively both orally and in writing with effective presentation skills
- Perform program and administrative support work efficiently and accurately
- Use sound professional judgment and maintain confidentiality
- Manage multiple projects concurrently
- Establish and maintain effective working relationships with others encountered in work

Required Qualifications (Note: Any acceptable combination of education, training and experience that provides the above knowledge, skills, and abilities may be substituted on a year for year basis.)

Training and/or Education:

Bachelor's degree in Human Resources, Business Administration, or related field.

Experience:

Five years progressively responsible experience in human resources

Licenses or Certificates:

One of the following human resources certification preferred: PHR, SPH, SHRM-CP, SHRM-SCP, IPMA-HR, IPMA-SCP

ADDITIONAL INFORMATION:

Special Requirements:

Ability to maintain information confidentially.

Physical Demands:

The work is mostly sedentary with periods of light physical activity, and is performed in office surroundings. Typical positions require workers to walk or stand for long periods; lift and carry up to 20 pounds; climb stairs, bend, reach, hold, grasp and turn objects; and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally and to use normal or aided vision and hearing.

Unusual Demands:

Work is subject to frequent interruptions.

FLSA Status:

Exempt

Reports to:

Assistant Director of Human Resources

Supervises:

None

Revised: 07/16

Grade 14

200 Baltimore Street
La Plata, MD 20646

Position #2020-00101
BENEFITS COMPLIANCE ADMINISTRATOR
SH

dhr@charlescountymd.gov

Benefits Compliance Administrator Supplemental Questionnaire

- * 1. Describe your experience administering benefits to employees?

- * 2. Describe the best manager you've ever had.

- * 3. If selected, what steps will you take to get to know the employees and your co-workers?

- * 4. Describe the most effective way you work?

- * Required Question