

Job Description

Job Title: HR Benefits Specialist
Job ID: 18244
Location: Hostos Community College
Full/Part Time: Full-Time
Regular/Temporary: Regular

POSITION DETAILS

Reporting directly to the Deputy Director of Human Resources, the HR Benefits Specialist is responsible for the administration, implementation, and compliance of Hostos and CUNY policies and regulations for the Benefits functions.

Responsibilities are as follows:

- Supervises and administers employees' benefits orientation and programs including but not limited to health insurance plans, pension plans, flexible spending accounts, life insurance, supplemental annuity accounts, dental programs, employee assistance programs (EAP), leave and transit benefits.
- Coordinates activities related to worker's compensation, unemployment insurance and leave of absence.
- Maintains an in-depth understanding of CUNY rules and regulations, relevant laws and guidelines, collective bargaining agreements, and College policies, and applies these to his/her areas of responsibility.
- Advises faculty and staff on Human Resources benefits policies and procedures; responds to inquiries and provides timely resolution of issues with a high level of customer service.
- Provides retirement information and determines eligibility for retiree health benefits.
- Facilitates and conducts orientation sessions/workshops for new employees and informational sessions as needed.
- Prepares and distributes electronic employee communications to include manuals and monthly benefits newsletters; maintains the HR benefits pages on the website and updates information where necessary.
- Manages the data integrity of benefits records and provides assistance with related auditing activities.
- Serves as the liaison with CUNY Central Benefits and Payroll Offices, TIAA, New York City Teachers' Retirement System (TRS), and New York City Employees Retirement System. (ERS), Office of the PSC Welfare Fund and other welfare funds, employee assistance program (EAP) and health insurance vendors.
- Assists the HR Director in special projects and performs related duties as assigned.

QUALIFICATIONS

Bachelor's Degree and four years' related experience required.

The following qualifications are preferred:

- Experience in Human Resources department of City of University of New York (CUNY) College, NYC

Agency or unionized higher education environment

- In-depth knowledge and experience in benefits administration
- A strong work ethic and ability to maintain confidentiality and safeguard employee information
- Ability to interact and work collaboratively on a team in assisting diverse faculty and staff members
- Excellent customer service, interpersonal, oral and written communication skills
- Ability to interact with all levels of staff exhibiting professional discretion, confidentiality, and high ethical standards
- Ability to take direction and work proactively in a team environment
- Proficiency in Microsoft Office (Word, Excel, Power point, and Access), Outlook, and PeopleSoft or other Human Resources Information System

CUNY TITLE OVERVIEW

Organizes and provides employee benefits programs for faculty and staff and coordinates benefits matters on behalf of a College or Unit.

- Counsels and assists staff on employee benefits matters
- Designs, creates, and conducts workshops and employee meetings related to benefits and benefits changes, including the annual open enrollment period
- Administers College benefits, providing information to carriers, retirement systems, welfare funds, and others as needed, managing data accuracy and completeness
- May coordinate complex programs, such as worker's compensation or leaves of absence
- Compiles data, monitors benefits statistics, prepares required and ad hoc reports, and conducts routine periodic audits of data entry for the College, CUNY Central, and outside parties as needed
- Represents the College at University benefits related meetings
- Develops and maintains employee benefits manuals, newsletter, policy descriptions, and other needed materials; maintains benefits-related information on College web site
- Maintains accurate, confidential employee records
- Performs related duties as assigned.

Job Title Name: HR Benefits Specialist

CUNY TITLE

Higher Education Assistant

FLSA

Non-exempt

COMPENSATION AND BENEFITS

Salary commensurate with education and experience.

CUNY's benefits contribute significantly to total compensation, supporting health and wellness,

financial well-being, and professional development. We offer a range of health plans, competitive retirement/pension benefits and savings plans, tuition waivers for CUNY graduate study and generous paid time off. Our staff also benefits from the extensive academic, arts, and athletic programs on our campuses and the opportunity to participate in a lively, diverse academic community in one of the greatest cities in the world.

HOW TO APPLY

Applicants must apply online by accessing the CUNY website at www.cuny.edu and navigate to the following links: "Employment" and "Search Job Postings"

Please attach your resume, cover letter, and three professional references.

CLOSING DATE

Open until filled with review of applications to begin February 23, 2018.

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY

CUNY encourages people with disabilities, minorities, veterans and women to apply. At CUNY, Italian Americans are also included among our protected groups. Applicants and employees will not be discriminated against on the basis of any legally protected category, including sexual orientation or gender identity. EEO/AA/Vet/Disability Employer.
