# Benefits Administrator

**Grade: 9**

**FLSA: Exempt**

**Date: 09/23**

**Job Summary:** Manages and administers the County’s benefits programs for employees of St. Mary’s County Government, Sheriff’s Office, and outside agencies (MetCom, Library and Housing). Data analysis, report writing skills and strong computer skills are required. Supervises assigned staff; performs other duties as requested.

**Essential Functions:**

1. 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;
2. Serves as Plan Coordinator for the St. Mary’s County Sheriff’s Office Retirement Plan and the 457(B) deferred compensation plan; attends monthly Board meetings; records and posts minutes;
3. Oversees 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;
4. Oversees the annual Retiree Drug Subsidy (RDS) application; provides census data to consultant to assist with preparation, ensures timeliness of submission;
5. 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;
6. Retirement Coordinator for Maryland State Retirement Agency;
7. Counsels, educates, and assists employees and family members with questions regarding benefits;
8. Maintains liaison with third party providers and takes actions to resolve issues with employee health insurance claims, billing and other services provided;
9. Plans, publicizes, and implements annual open enrollment process for health benefits;
10. 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;
11. Ensures compliance with COBRA laws;
12. Oversees billings of third-party providers for accuracy and takes actions to correct errors and to ensure accurate billings when necessary;
13. 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;
14. Designs and delivers benefit communication materials during employee orientation, through monthly benefit briefs, with employee newsletter contributions; and through employee annual benefit statements;
15. Coordinates annual Retirement Seminar and Social Security Presentation;
16. Oversees the development and managing of employee wellness initiatives and incentives;
17. Assist with forecasting benefit expenses for the development of the department and County budget;
18. Coordination of extended leave with relevant parties; administers long term disability benefit;
19. Manages files in accordance with approved department retention policies and practices;
20. Supervises assigned staff;
21. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

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

**Education and Experience:**

1. Bachelor’s degree;
2. Three years or more of related experience or additional education in a human resources or benefits administrator capacity;
3. Or equivalent technical training, education, and/or experience.

**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.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date