



## Administrative Services | Human Resources

Position Title: Benefits Manager

Job ID Number: 37393

### **About the Office:**

The Mayor's Office Human Resources Department is responsible for creating a dynamic workplace that assists with all aspects of employee development. The department works as a strategic partner to provide workforce and organizational capabilities that support the overall functionality of the agency. Through recruitment efforts, offering special programming and development opportunities, HR aims at helping new employees make the transition into their positions and supporting hiring managers who are building collaborative teams. In all, Human Resources works to create a workplace where the staff are engaged, connected, and provided the resources to thrive.

### **About the Role:**

The Benefits Manager responsibilities include, but are not limited to:

#### **Health Benefits & Programs:**

- Conduct weekly as well as one-on-one benefits orientation sessions for all new hires and current employees, as needed
- Process new enrollments in health insurance utilizing the NYCAPS systems
- Liaise with the Office of Labor Relations (OLR) to ensure completion of enrollments, status changes, transfers and separations as it relates to the following programs: Management Benefits Fund (MBF), Deferred Compensation Plan (401k/457), Flexible Spending Accounts (FSA) and the Voluntary Defined Contribution Plan (VDC)
- Work closely with the New York City Employee Retirement System (NYCERS) to reconcile any issues pertaining pension plan enrollments, transfers and payroll deductions
- Manage the annual health benefits and Flexible Spending Accounts Fall Transfer/Open Enrollment process
- Ensure all benefits and program related materials, both printed and online, are updated as necessary and communicated to staff in a timely manner
- Attend all benefits and program related seminars hosted by OLR, NYCERS and coordinate in-house sessions (virtual and in-person) on a regular basis
- Serve as point of contact for WorkWell events, agency sponsored blood drive and flu-shot clinics
- Conduct meetings with exiting employees to review options related to COBRA and retirement plans
- Maintain benefit file for all active staff to include enrollment form copies, supporting documentation and policy receipts

**Leaves of Absence:**

- Manage leave of absence process for Family Medical Leave Act (FMLA), Paid Parental Leave (PPL), Child Care Leave (CCL) and SLOAC (Special Leave of Absence Coverage) including the review of all required documentation in order to render a decision on such request
- Maintain leave tracker and ensure proper notification to parties such as Payroll, Timekeeping and assigned Human Resources Business Partner
- Provide COBRA information/forms prior to commencement of unpaid leave status, when applicable
- Contact employees prior to scheduled return to work date to ensure a smooth return and to provide benefits reinstatement forms when applicable.
- Coordinate with the Department of Citywide Administrative Services (DCAS) regarding the processing and approval of requests under the Salary Continuation Program

**Workers Compensation:**

- Serve as point-of-contact for all Workers Compensation related incidents
- Utilize the citywide Workers Compensation System (WCS) and liaise with the Law Department for claims processing

**Qualifications:**

- Bachelor's degree
- 5+ years of benefit administration management experience
- In-depth knowledge of federal, state and local laws involving employee benefits (Such as COBRA, HIPAA, FMLA, PPL, etc.)
- Excellent written and verbal communication skills
- Ability to work independently and prioritize, with thorough attention to detail
- Previous NYC experience working with NYCERS and NYCAPS preferred

**Salary Range:**

Commensurate with experience.

**To Apply:**

Please send a copy of your resume, a cover letter, and three (3) references to [Candidate Application](#)

**New York City Residency Is Required Within 90 Days of Appointment**

**The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.**

The Adams Administration values diversity — in backgrounds and in experiences that is reflective of the city it serves. Applicants of all backgrounds are strongly encouraged and welcomed to apply.

For current job opportunities in the NYC Mayor's Office visit the [Mayor's Office Job's Page](#)

If you are a qualified individual with a disability or a disabled veteran, you may request a reasonable accommodation if you are unable or limited in your ability to access job openings or apply for a job on this site as a result of your disability. You can request reasonable accommodations by contacting Human Resources at [HR@cityhall.nyc.gov](mailto:HR@cityhall.nyc.gov).

*As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.*