



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

POSITION: **Benefits Assistant** (*Provisional Appointment)

SALARY: \$22,699-29,266 annually

LOCATION: Monroe County Department of Human Resources

JOB SUMMARY: This is an entry level position designed to assist the Benefits Manager and Risk Manager in the day-to-day operations of Monroe County's benefits and Worker's Compensation programs. Typical activities include: assisting with annual open enrollment and wellness initiatives; administering benefit enrollment and changes for health insurance dental, flexible spending, NYS Retirement and deferred compensation programs; maintaining applicable data bases; preparing invoices for payment; processing paperwork for work related injuries including Worker's Compensation claims; communicating with injured employees, third party administrators and physicians; maintaining OSHA/PESH logs to meet compliance and reporting standards; interacting with employees, retirees and vendors; and performing other duties as requested.

PROPOSED MINIMUM QUALIFICATIONS: 1-3 years of related experience with benefits administration and Worker's Compensation, minimum of a High School diploma, Associates degree in Business Administration, Human Resource Management or closely related field is preferable, strong organizational skills, customer service focused, and ability to work closely with others, and excellent computer skills, including familiarity with Word, Access, Excel, and PowerPoint.

SPECIAL REQUIREMENTS: If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

Additional Information: Candidates for employment with Monroe County will be required to pass a pre-employment drug test. Candidates for employment with the Monroe County Government will be required to pass a Pre-Employment Background Investigation Policy. The candidate will be required to pay for the cost of fingerprinting, which is \$100.00. If the candidate is hired they will be reimbursed via payroll.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application and Resume to: Monroe County Department of Human Resources
39 West Main Street, Room 210- Att: Labor Relations Mgr
Rochester, NY 14614

Posting Deadline: September 20, 2010

*The term provisional means that you will be required to take the next Civil Service examination for this title, and place among the top three (3) on the examination list in order to be eligible for permanent appointment